



**Australian Government**  
**Australian Research Council**

**Linkage Program Grant Guidelines  
(2021 edition)  
Industrial Transformation Research Program  
(ITRP)  
Industrial Transformation Research Hubs  
Industrial Transformation Training Centres  
Variation No.1**

<b>Opening date:</b>	Available on <a href="#">GrantConnect</a>
<b>Closing date and time:</b>	Available on <a href="#">GrantConnect</a>
<b>Commonwealth policy entity:</b>	Australian Research Council
<b>Enquiries:</b>	Researchers are required to direct requests for information to the Research Office within the Administering Organisation.  ARC Contacts are on the <a href="#">ARC website</a> .
<b>Date guidelines released:</b>	
<b>Type of grant opportunity:</b>	Restricted competitive

*Australian Research Council Act 2001*

I, Alan Tudge, Minister for Education and Youth, having satisfied myself of the matters set out in section 59 of the *Australian Research Council Act 2001*, approve the variation to these grant guidelines under section 61 of that Act.

Dated 21 September 2021

Alan Tudge  
Minister for Education and Youth

**Contents**

- 1. Linkage Program: Industrial Transformation Research Program processes .....5**
- Introduction.....7**
- 2. About the grant program .....8**
  - Objectives.....8
  - Intended Outcome.....8
  - Linkage Program scope and timeframes.....9
  - Key performance indicators.....9
  - Other relevant information .....9
  - About the Industrial Transformation Research Program grant opportunities.....9
  - ITRP timeframe .....10
- 3. Grant amount and grant period.....10**
- 4. Eligibility criteria .....10**
  - What are the eligibility requirements for applications? ..... 10
  - Who is eligible to apply for a grant? ..... 11
  - Who is eligible to be a Partner Organisation? ..... 13
  - Who is eligible to be an Other Organisation? ..... 13
  - Who is eligible to be a named participant? ..... 13
  - Research Hub and Training Centre Directors ..... 14
  - Chief Investigators .....14
  - Partner Investigators .....15
  - What are the limits on the number of applications and projects per named participant? ..... 16
- 5. What the grant money can be used for .....16**
  - Eligible grant activities ..... 16
  - Ineligible grant activities ..... 16
  - What grant funds can be used for..... 17
  - What grant funds cannot be used for..... 18
  - What basic facilities must be provided..... 19
- 6. The assessment criteria .....19**
- 7. How to apply .....19**
  - Attachments to the application ..... 20
  - Timing of the grant opportunities ..... 21

	Questions during the application period .....	21
	Withdrawing an application.....	21
<b>8.</b>	<b>The grant selection process.....</b>	<b>21</b>
	What is the grant assessment process?.....	22
	Eligibility criteria assessment.....	22
	The assessment process .....	22
	National Interest Test.....	23
	Requests not to assess process .....	23
	Rejoinder process .....	24
	Who will assess applications?.....	24
	Who will approve grants?.....	24
<b>9.</b>	<b>Notification of application outcomes .....</b>	<b>25</b>
	Feedback on Your application.....	25
<b>10.</b>	<b>Successful grant applications.....</b>	<b>25</b>
	The grant agreement .....	25
	Specific research policies and practices.....	25
	Responsible and ethical research practices.....	25
	Intellectual Property .....	26
	Publication and dissemination of research outputs and research data .....	26
	How We pay the grant.....	26
	Grants payments and GST.....	26
<b>11.</b>	<b>Announcement of grants.....</b>	<b>26</b>
<b>12.</b>	<b>How We monitor Your grant activity.....</b>	<b>27</b>
	Keeping Us informed .....	27
	Reporting .....	27
	Key Performance Indicators .....	27
	Annual progress report .....	27
	End of year financial report.....	28
	Progress reporting by exception.....	28
	Final report .....	28
	Performance reviews.....	28
	Grant agreement variations .....	28
	Compliance visits and record keeping .....	29
	Evaluation.....	29
<b>13.</b>	<b>Probity.....</b>	<b>29</b>

	Appeals process .....	29
	Conflict of interest.....	30
	Privacy and protection of personal information .....	31
	Confidential information.....	31
	Freedom of information .....	32
<b>14.</b>	<b>Consultation .....</b>	<b>32</b>
<b>Part A</b>	<b>Industrial Transformation Research Hubs (Research Hubs).....</b>	<b>33</b>
<b>A1.</b>	<b>About the scheme .....</b>	<b>33</b>
	Important dates.....	33
	Description.....	33
	Objectives.....	33
<b>A2.</b>	<b>Grant amount and grant period.....</b>	<b>33</b>
<b>A3.</b>	<b>Eligibility criteria .....</b>	<b>34</b>
	Applications.....	34
<b>A4.</b>	<b>What the grant money can be used for .....</b>	<b>35</b>
<b>A5.</b>	<b>The assessment criteria .....</b>	<b>35</b>
<b>Part B</b>	<b>Industrial Transformation Training Centres (Training Centres).....</b>	<b>37</b>
<b>B1.</b>	<b>About the scheme .....</b>	<b>37</b>
	Important dates.....	37
	Description.....	37
	Objectives.....	37
<b>B2.</b>	<b>Grant amount and grant period.....</b>	<b>38</b>
<b>B3.</b>	<b>Eligibility criteria .....</b>	<b>39</b>
	Applications.....	39
<b>B4.</b>	<b>What the grant money can be used for .....</b>	<b>40</b>
<b>B5.</b>	<b>The assessment criteria .....</b>	<b>40</b>
<b>B6.</b>	<b>Successful grant applications.....</b>	<b>42</b>
	Your responsibilities.....	42
<b>15.</b>	<b>Glossary .....</b>	<b>43</b>
	Acronyms.....	43
	Definitions.....	44

# 1. Linkage Program: Industrial Transformation Research Program processes

**The Linkage Program is designed to achieve the Australian Government's objectives for research and innovation.**

This grant program contributes to the ARC's Outcome 1, which is to grow knowledge and innovation through managing research grants, measuring research excellence and providing advice. The following process flowchart applies to the *Industrial Transformation Research Hubs* (Research Hubs) and *Industrial Transformation Training Centres* (Training Centres) grant opportunities.



**The grant opportunity opens.**

We (the ARC) publish the grant guidelines and advertise on GrantConnect.



**You (the Administering Organisation) complete and submit an application.**



**We manage the assessment of all applications.**

We manage the assessment of applications against eligibility criteria and assessment criteria including an overall consideration of value for money.

Your application will be assigned to Detailed Assessors to undertake in-depth assessments. You will have an opportunity to respond to Detailed Assessors' written comments through a rejoinder.

Applications may be provided to the relevant Industry Growth Centre to provide comments which may be considered by Selection Advisory Committee (SAC) members.

SAC members will then assess Your application, consider the Detailed Assessors' ratings and comments and Your rejoinder and assign a final score.



**We make grant recommendations.**

The SAC will collectively consider all applications and recommend to the Chief Executive Officer (CEO) the applications to be funded, and the level and duration of funding for each project.

The CEO will recommend to the Minister the applications to be funded, and the level and duration of funding for each grant.

In making recommendations to the Minister the CEO will consider the applicant's response to the National Interest Test. The CEO will seek information from Administering Organisations on applications where there is concern about how they meet the National Interest Test based on the information provided in the application form. The CEO will make grant recommendations to the Minister that satisfy the National Interest Test and which are eligible for funding. The CEO may take into account any advice received on security or other matters from Commonwealth.



**Grant decisions are made.**

The Minister decides which applications are approved, and the level of funding and duration of funding for each approved project. The Minister may consider the National Interest Test and any advice on national security risks in determining which applications to approve.



**We notify You of the outcome.**

We advise You if Your application was successful or not through Our Research Management System (RMS).



**We enter into a grant agreement with You.**

We will enter into a grant agreement with You through RMS.



**Delivery of the grant.**

You undertake the grant activity and report to Us as set out in Your grant agreement.  
We manage the grant by monitoring Your progress and making payments.



**Evaluation of the grant opportunity.**

We evaluate the specific grant activity and the grant opportunity as a whole.  
We will use information You provide to Us through Your reports to inform evaluations.

## Introduction

- 1.1. These grant guidelines establish the rules which govern the administration of the Linkage Program including the application, eligibility, and selection processes to be followed and the selection criteria that will be used to recommend grantees.
- 1.2. These grant guidelines contain information on the Industrial Transformation Research Program (ITRP) which comprises two schemes: Industrial Transformation Research Hubs (Research Hubs); and Industrial Transformation Training Centres (Training Centres).
- 1.3. You and the named participants must read these grant guidelines before filling out an application.
- 1.4. This document sets out:
  - a. the purpose of the Research Hubs and Training Centres schemes;
  - b. the general eligibility and assessment criteria applicable to all applications for ITRP
  - c. the specific eligibility and assessment criteria applicable to Research Hubs and Training Centres;
  - d. how applications are considered and selected;
  - e. how grantees are notified and receive grant payments;
  - f. how grantees will be monitored and evaluated; and
  - g. responsibilities and expectations in relation to each scheme.
- 1.5. In this document:
  - a. Sections 1 to 14 provide general information required for both ITRP schemes;
  - b. Part A provides specific information on the Research Hubs scheme; and
  - c. Part B provides specific information on the Training Centres scheme.
- 1.6. These grant guidelines are a legislative instrument current as at the date of signing by the Minister and have been prepared in accordance with the requirements of the ARC Act in force at that date.

## 2. About the grant program

- 2.1. The Linkage Program is one of two Programs under the ARC National Competitive Grants Program (NCGP).

### Objectives

- 2.2. The Linkage Program supports the growth of research partnerships between university-based researchers and researchers in other sectors in Australia and overseas for projects that generate new knowledge, technologies and innovations.
- 2.3. The purpose of the Linkage Program is to promote national and international research partnerships between researchers and business, industry, community organisations and other publicly funded research agencies. By supporting the development of partnerships, the ARC encourages the transfer of skills, knowledge and ideas as a basis for securing commercial and other benefits of research.
- 2.4. The Linkage Program aims to encourage and extend cooperative approaches to research and improve the use of research outcomes by strengthening links within Australia's innovation system and with innovation systems internationally.
- 2.5. The objectives of the Linkage Program are to deliver outcomes of benefit to Australia and build Australia's research and innovation capacity through support for:
- a. collaborative research between university-based researchers and researchers in other sectors;
  - b. research training and career opportunities that enable Australian and international researchers and research students to work with industry and other end-users; and
  - c. research in priority areas.
- 2.6. The grant opportunities currently available under the Linkage Program are:
- a. ITRP comprising:
    - Industrial Transformation Research Hubs (Research Hubs);
    - Industrial Transformation Training Centres (Training Centres);
  - b. Linkage Projects;
  - c. Linkage Infrastructure, Equipment and Facilities (LIEF);
  - d. ARC Centres of Excellence;
  - e. Special Research Initiatives;
  - f. Learned Academies Special Projects (LASP); and
  - g. Supporting Responses to Commonwealth Science Council Priorities.

### Intended Outcome

- 2.7. The intended outcome of the Linkage Program is to increase Australia's research and innovation capacity to generate new knowledge and result in the development of new technologies, products and ideas, the creation of jobs, economic growth and an enhanced quality of life in Australia.



## Linkage Program scope and timeframes

- 2.8. Linkage Program grants are awarded on the basis of excellence through a competitive peer review process for each grant opportunity.
- 2.9. Depending on the grant opportunity, Linkage Program grant applications will be accepted once a year, on a continuous basis, or as required.
- 2.10. These grant guidelines will be in effect from the date the Minister signs these grant guidelines.

## Key performance indicators

- 2.11. The Key Performance Indicators (KPIs) for the Linkage Program are identified each year in the ARC Portfolio Budget Statements and the ARC corporate plan. Reporting is provided every year in Our annual report.
- 2.12. The KPIs focus on long-term outcomes as well as medium-term outcomes relating to building Australia's research capacity, for example, research careers and training, contributions in areas of national need and research collaboration.

## Other relevant information

- 2.13. The Linkage Program is undertaken according to the *Australian Research Council Act 2001* (ARC Act) and the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).

## About the Industrial Transformation Research Program grant opportunities

- 2.14. The ITRP encourages and supports university-based researchers and industry to work together to address a range of strategic government priorities to transform Australian industries.
- 2.15. The current Industrial Transformation Priorities identified by Us are:
  - a. Advanced Manufacturing;
  - b. Cyber Security;
  - c. Food, Beverage and Agribusiness;
  - d. Medical Technologies and Pharmaceuticals;
  - e. Mining Equipment, Resources Technology and Services, Critical Minerals Processing;
  - f. Oil, Gas and Energy Resources;
  - g. Recycling and Clean Energy;
  - h. Defence; and
  - i. Space.
- 2.16. Research Hubs engage Australia's best researchers to develop collaborative solutions to the strategic priorities. The focus is on the creation of industry and academic partnerships working together on research and development projects to create innovative and transformative solutions for industry.
- 2.17. Training Centres foster close partnerships between university-based researchers and industry, through creating and delivering innovative Higher Degree by Research (HDR) and

postdoctoral training. Training Centres are to develop researchers with capability in end user research that is vital to Australia's future. In delivering this training, the Training Centre focuses its researchers on developing solutions relevant to the Industrial Transformation Priorities.

### ITRP timeframe

2.18. ITRP grant applications are accepted once a year.

## 3. Grant amount and grant period

3.1. For each ITRP grant opportunity, applications for the levels of funding listed in Table 1 will be considered. Further details are provided in the grant opportunity specific parts (Parts A and B) of these grant guidelines.

3.2. **Table 1:** ITRP funding and grant duration.

Grant Opportunity	Funding for each grant:
<b>Industrial Transformation Research Hubs (Part A)</b>	<ul style="list-style-type: none"> <li>• Between \$500,000 and \$1,000,000 per annum.</li> <li>• Grant duration is three to five years.</li> </ul>
<b>Industrial Transformation Training Centres (Part B)</b>	<ul style="list-style-type: none"> <li>• The first three years: a minimum of \$650,000 to a maximum of \$1,000,000 per annum.</li> <li>• Fourth year: a minimum of \$150,000 to a maximum of \$1,000,000.</li> <li>• Fifth year: no minimum, a maximum of \$1,000,000.</li> <li>• Grant duration is four to five years.</li> </ul>

## 4. Eligibility criteria

### What are the eligibility requirements for applications?

- 4.1. To be eligible Your application must:
- address one or more of the current Industrial Transformation Priorities;
  - include at least one Australian Partner Organisation. You may also include additional Partner Organisations, Other Eligible Organisations and Other Organisations; and
  - meet the participant requirements in Part A - Industrial Transformation Research Hubs or B - Industrial Transformation Training Centres.
- 4.2. You and each Other Eligible Organisation and Partner Organisation on an application must each commit a significant contribution of cash and/or in-kind and/or other material resources to the application having regard to the total cost of the proposed Research Hub or Training Centre and the relative contribution of any Chief Investigator(s) (CIs) or Partner Investigator(s) (PIs) at the organisation.
- 4.3. The minimum contribution required from each Eligible Organisation, Partner Organisation and/or Other Organisation is explained in the relevant Part of these grant guidelines.
- 4.4. You can only submit one application for the same project in any grant opportunity. This includes applications which fundamentally have the same research intent, approach and

outcomes, regardless of any variations in the research, the named participants and/or organisations.

### Who is eligible to apply for a grant?

- 4.5. We will only accept applications from the Eligible Organisations in Table 2.
- 4.6. The Eligible Organisation that submits the application will be the 'Administering Organisation' and is referred to as 'You'. All Other Eligible Organisations named on the application will be an 'Other Eligible Organisation'.
- 4.7. **Table 2:** Eligible Organisations

Organisation Name	Organisation ABN
Australian Catholic University	15 050 192 660
Australian Institute of Aboriginal and Torres Strait Islander Studies	62 020 533 641
Batchelor Institute of Indigenous Tertiary Education	32 039 179 166
Bond University	88 010 694 121
Central Queensland University	39 181 103 288
Charles Darwin University	54 093 513 649
Charles Sturt University	83 878 708 551
Curtin University	99 143 842 569
Deakin University	56 721 584 203
Edith Cowan University	54 361 485 361
Federation University Australia	51 818 692 256
Flinders University	65 542 596 200
Griffith University	78 106 094 461
James Cook University	46 253 211 955
La Trobe University	64 804 735 113
Macquarie University	90 952 801 237
Monash University	12 377 614 012
Murdoch University	61 616 369 313
Queensland University of Technology	83 791 724 622

Organisation Name	Organisation ABN
Royal Melbourne Institute of Technology (RMIT University)	49 781 030 034
Southern Cross University	41 995 651 524
Swinburne University of Technology	13 628 586 699
The Australian National University	52 234 063 906
The University of Adelaide	61 249 878 937
The University of Melbourne	84 002 705 224
The University of New England	75 792 454 315
The University of New South Wales	57 195 873 179
The University of Newcastle	15 736 576 735
The University of Notre Dame Australia	69 330 643 210
The University of Queensland	63 942 912 684
The University of Sydney	15 211 513 464
The University of Western Australia	37 882 817 280
Torrens University Australia	99 154 937 005
University of Canberra	81 633 873 422
University of Divinity	95 290 912 141
University of South Australia	37 191 313 308
University of Southern Queensland	40 234 732 081
University of Tasmania	30 764 374 782
University of Technology Sydney	77 257 686 961
University of the Sunshine Coast	28 441 859 157
University of Wollongong	61 060 567 686
Victoria University	83 776 954 731
Western Sydney University	53 014 069 881

## Who is eligible to be a Partner Organisation?

- 4.8. To be eligible as a Partner Organisation, an organisation cannot be:
- a. an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au));
  - b. an Eligible Organisation;
  - c. a controlled entity of any Eligible Organisation; or
  - d. an entity (for example a joint venture) where more than 50 per cent is owned by one or more Eligible Organisations.
- 4.9. Each Partner Organisation must:
- a. participate in the project for the project activity period unless otherwise approved by Us;
  - b. provide evidence of new or on-going collaboration directly with You and/or with an Other Eligible Organisation on the application; and
  - c. make a contribution of cash and/or in-kind and/or other material resources that is specific to the project, and having regard to the total cost of the project and not be part of a broader contribution to Your organisation or an Other Eligible Organisation.
- 4.10. Partner Organisation cash contributions cannot:
- a. be sourced from funds awarded or appropriated by the Commonwealth or an Australian State or Territory Governments for the purposes of research, nor from funds previously used to leverage government research or research infrastructure funding; or
  - b. be a contribution to salaries for CIs and/or PIs on the application.

## Who is eligible to be an Other Organisation?

- 4.11. An organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au)) cannot be an Other Organisation.
- 4.12. Organisations that are not Eligible Organisations and not Partner Organisations but that are named as organisational participants on an application will be Other Organisations.
- 4.13. Other Organisations are not required to make a cash or in-kind contribution to the project, but must be relevant to and involved in the research and training programs of the Research Hub or Training Centre.

## Who is eligible to be a named participant?

- 4.14. Named participants are those individual researchers who are nominated for the particular roles identified for each grant opportunity.
- 4.15. Roles that named participants may be nominated for under the ITRP are:
- a. Research Hub Director (Part A);
  - b. Training Centre Director (Part B);
  - c. Chief Investigators (CIs) (Parts A and B); and

- d. Partner Investigators (PIs) (Parts A and B).
- 4.16. All named participants in an application must:
- a. satisfy the eligibility criteria for the role they are to perform;
  - b. take responsibility for the authorship and intellectual content of the application, appropriately citing sources and acknowledging all significant contributions, including from third parties; and
  - c. have met their obligations regarding previously funded projects, including submission to the ARC of satisfactory final reports at the grant opportunity closing date.
- 4.17. An application will not be considered where We have made a decision to exclude grant applications involving a particular named participant for a period of time, whether or not they otherwise meet the eligibility requirements.
- 4.18. A project cannot commence until all named participants meet the eligibility criteria in these grant guidelines.

### **Research Hub and Training Centre Directors**

- 4.19. The Research Hub or Training Centre Director will be responsible for developing and implementing the strategies and managing the research project. The Research Hub or Training Centre Director must coordinate the research effort and reporting structures across the Eligible Organisation(s) and Partner Organisation(s).
- 4.20. To be eligible, the nominated participant for the Research Hub or Training Centre Director role must, as at the grant opportunity closing date and, if successful, for the project activity period:
- a. meet the eligibility criteria to apply as a CI
  - b. be employed by the Administering Organisation a minimum of 50 per cent of Full Time Equivalent (0.5 FTE); and
  - c. commit a minimum of 0.5 FTE to the activities of the Research Hub or Training Centre.

### **Chief Investigators**

- 4.21. CIs are expected to:
- a. take significant intellectual responsibility for the conception and conduct of the project and for any strategic decisions required in its pursuit and the communication of results;
  - b. ensure effective supervision, support and mentoring at all times of research personnel, including HDR candidates and postdoctoral researchers for whom they are responsible; and
  - c. make a commitment to carrying out the project and not assume the role of a supplier of resources for work that will largely be undertaken by others.

- 4.22. CIs who are not the Research Hub or Training Centre Director must meet at least one of the following criteria as at the grant commencement date and, if the application is successful, for the project activity period:
- a. be an employee for at least 20 per cent of Full Time Equivalent (0.2 FTE) at an Eligible Organisation; or
  - b. be a holder of an honorary academic appointment at an Eligible Organisation. An honorary academic appointment for eligibility purposes means a position that gives full academic status to the researcher, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the application. The researcher must have access to research support comparable to employees e.g., an emeritus appointment. The researcher is not eligible to be a Chief Investigator using their honorary academic appointment if they are employed by an organisation other than an Eligible Organisation for more than 0.2 FTE.
- 4.23. CIs must reside in Australia for more than 50 per cent of the project activity period. Any significant absences including fieldwork or study leave directly related to the project must have approval from You and must not total more than half the project activity period. In extraordinary circumstances, changes must be approved via a Variation.
- 4.24. CIs must not undertake an HDR during the project activity period.

### **Partner Investigators**

- 4.25. PIs are expected to:
- a. take significant intellectual responsibility for the planning and conduct of the project and for any strategic decisions required in its pursuit and the communication of results;
  - b. have the relevant skills and experience to contribute to the project;
  - c. make a commitment to carrying out the project and not assume the role of a supplier of resources for work that will largely be undertaken by others; and/or
  - d. provide effective supervision, support and mentoring of research personnel, as required.
- 4.26. PIs must not meet the eligibility criteria for CIs as at the grant commencement date and, if successful, at any time during the project activity period.
- 4.27. Researchers who do not meet all of the eligibility criteria for being a CI may be PIs. For example, a participant may be a PI if they would otherwise be a CI but will not reside in Australia for more than 50 per cent of the project activity period.
- 4.28. PIs may, or may not, be an employee of a Partner Organisation.

## What are the limits on the number of applications and projects per named participant?

- 4.29. These limits only apply to Directors and CIs.
- 4.30. The limits are designed to ensure that named participants have the capacity to undertake each project.
- 4.31. A named participant can apply for and be concurrently funded through the Linkage Program for a maximum of four Linkage Program projects (not including LIEF) as a CI or Director. For the purposes of counting project limits, Linkage Program projects:
  - a. include CIs on Linkage Projects, ITRP and ARC Centres of Excellence projects;
  - b. include Directors on ITRP, Special Research Initiatives and ARC Centres of Excellence projects; and
  - c. do not include CIs on LIEF, Special Research Initiatives, LASP or Supporting Responses to Commonwealth Science Council Priorities projects.
- 4.32. A named participant can be funded for a maximum of one Director role for a Linkage Program project. This includes ITRP, ARC Centres of Excellence and Special Research Initiatives.
- 4.33. A named participant on a Research Hub or Training Centre application may be named on other ARC grant opportunity applications and subject to the separate limits on those opportunities, those applications may be retained until the outcome of the relevant ITRP application is known.
- 4.34. All named participants on a successful ITRP application must meet the project limit requirements identified at 4.31 and 4.32 above before the project can start. Project limits can be met by relinquishing existing project(s), or relinquishing role(s) on existing projects, or withdrawing application(s) that would exceed the project limits. We reserve the right to determine which grants are to be relinquished.
- 4.35. It is Your responsibility to determine if applying for, or holding, a project under these grant guidelines will affect an individual researcher's eligibility for other ARC grant opportunities as other ARC grant opportunities may have different project limits. We reserve the right to change project and application limits in future grant opportunities.

## 5. What the grant money can be used for

### Eligible grant activities

- 5.1. The Linkage Program supports research activities that meet the definition of 'research'.

### Ineligible grant activities

- 5.2. The Linkage Program does not support applications that involve medical research as detailed in the *ARC Medical Research Policy* on the [ARC website](#). Applications which address the 'Medical Technologies and Pharmaceuticals' industrial transformation priority, must take the *ARC Medical Research Policy* into consideration.
- 5.3. We will not consider any application that utilises ARC funds for clinical trials.
- 5.4. We will not consider applications for a grant where one or more Organisation(s) is seeking expert external assistance, not available within their own organisation, in order to develop



specific applications or outputs that involve little innovation or are low risk. We consider such applications to be contracted research or a consultancy arrangement and these are ineligible.

- 5.5. We cannot fund the same research activities, infrastructure or project previously funded or currently being funded through any other Commonwealth grant.
- 5.6. The Linkage Program does not support activities leading solely to the creation or performance of a work of art, including visual art, musical compositions, drama, dance, film, broadcasts, designs and literary works, unless those works are directly related to the project activities and demonstrably research based.

### What grant funds can be used for

- 5.7. You can only spend the grant on eligible expenditure items that directly support the project and in accordance with any additional special conditions in the grant agreement.
- 5.8. Eligible expenditure items are:
  - a. personnel, which may include:
    - i. salary support for personnel who perform research or activities that support the research, for example research associates and assistants, a Manager, technicians and laboratory attendants but excluding the Director, CIs and PIs. Salary support must be at an appropriate level, including 30 per cent on-costs, at the employing organisation;
    - ii. stipends for HDR students, at an appropriate level for the Eligible Organisation, but not less than the level indicated on the salaries and stipends page of the [ARC website](#);
    - iii. expert services of a third party if the services are directly related to and essential for the project. Such services include, but are not limited to:
      - language translation services, transcribing services;
      - purchase of bibliographical or archival material (electronic or hard copy); and
      - data collection and analysis services;
  - b. travel costs essential to the project, including economy travel costs for domestic and/or international travel and accommodation, not exceeding an average of \$20,000 per year of the project. Travel costs related to c. and e. vii. are not counted towards the average of \$20,000 per year limit detailed here;
  - c. expenditure on field research essential to the project, including technical and logistical support, travel expenses (including accommodation, meals and incidental costs);
  - d. equipment (and its maintenance) and consumables essential for the project. Funding will not be provided for equipment or consumables that are considered to be for broad general use; and
  - e. other, which may include:
    - i. access to national and international research and infrastructure facilities including specialist archives, collections and databases;

- ii. access to technical workshop services linked to and justified explicitly against the project (for example, machine tools and qualified technicians);
- iii. publication and dissemination of project research outputs and outreach activity costs;
- iv. specialised computer equipment and software essential to the project;
- v. web hosting and web development specific to the project;
- vi. workshops, focus groups and conferences that are essential for the conduct of the project (including reasonable hospitality costs such as morning tea, lunch and afternoon tea); and
- vii. reasonable essential costs to allow a participant who is a carer, or who personally requires care or assistance, to undertake travel essential to the project.

5.9. The Research Hubs and Training Centres grant opportunities include specific budget items for salary support, stipends and/or teaching relief as stated in Parts A and B of these grant guidelines.

### **What grant funds cannot be used for**

5.10. Unless the following activities meet the definition of 'research', the Linkage Program does not support production of:

- a. computer programs, research aids and tools;
- b. data warehouses, catalogues or bibliographies; or
- c. teaching materials.

5.11. You cannot request or use grant funds for the following activities:

- a. basic facilities that should normally be funded by an Administering Organisation, Eligible Organisation and/or Partner Organisation (including standard refurbishment costs of a laboratory);
- b. capital works and general infrastructure costs;
- c. costs not directly related to the project, including but not limited to professional membership fees, professional development courses, fees for patent application and maintenance, equipment for live music or drama performances, equipment for gallery and museum exhibitions, visas, relocation costs, entertainment costs, purchase of alcohol, insurance, mobile phones (purchase or call charges) and other indirect costs;
- d. fees for international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP) liabilities for students; and
- e. salaries and/or on-costs, in whole or in part, for Directors, CIs or PIs.

## What basic facilities must be provided

- 5.12. The following basic facilities must be provided (where relevant) and funded by You, or the Other Eligible Organisation(s) or Partner Organisation(s) and are not funded by the ARC:
- a. bench fees or similar laboratory access fees;
  - b. access to a basic library collection;
  - c. access to film or music editing facilities;
  - d. work accommodation (for example, laboratory and office space, suitably equipped and furnished);
  - e. basic computer facilities such as desktop computers, portable computer devices, printers, word processing, and other standard software; and
  - f. standard reference materials or funds for abstracting services.

## 6. The assessment criteria

- 6.1. You must address all of the relevant assessment criteria outlined in Part A - Industrial Transformation Research Hubs or B - Industrial Transformation Training Centres in Your application. We will assess your application based on the weighting given to each criterion. Different weightings are assigned to individual criterion.
- 6.2. The application form asks questions that relate to the assessment criteria. The amount of detail and supporting evidence You provide in Your application should be relative to the project size, complexity and grant amount requested. The application form includes character, word and page limits.

## 7. How to apply

- 7.1. Before You submit an application, You and the named participants must read these grant guidelines, the relevant part of this document for the appropriate grant opportunity, the Instructions to Applicants, and the draft grant agreement. These documents may be found on [GrantConnect](#). Any alterations and addenda will be published on [GrantConnect](#) and by registering on this website you will be automatically notified of any changes.
- 7.2. Prior to applying, it is strongly encouraged that You engage with an Industry Growth Centre.
- 7.3. To apply, You must:
- a. complete the application form in the format We require as detailed in the **Instructions to Applicants**;
  - b. address all of the eligibility and assessment criteria;
  - c. make sure that Your application is submitted in accordance with these grant guidelines, grant agreement, **Instructions to Applicants** and application form. You must only submit an application, if it and the named participants, will be eligible for the grant opportunity as per these grant guidelines;
  - d. certify that the application is compliant with these grant guidelines and all relevant laws and regulations including having regard to the *Guidelines to Counter Foreign Interference in the Australian University Sector* published on the [Department of Education, Skills and Employment website](#);;

- e. submit Your application through Your Research Office; and
  - f. ensure that the person assigned the Research Office Delegate role in RMS is authorised to certify and submit applications.
- 7.4. Your application should include details of the proposed collaborative arrangements and governance processes to be implemented, including how:
- a. each Partner Organisation will be involved in the project;
  - b. the project fits into each Partner Organisation’s overall strategic plan; and
  - c. the project is of value to each of the Partner Organisation(s) involved.
- 7.5. In the application budget:
- a. Your Partner Organisations’ cash contributions must not be a contribution to salaries for CIs and/or PIs on the project.
  - b. There are no minimum cash or in-kind requirements for any individual organisation named on the application. If included in the application, in-kind contributions must be essential and central to the Research Hub or Training Centre. It is Your responsibility to establish the merit of the case for recognition of in-kind contributions.
  - c. In-kind contributions in the budget section of the application should not include basic salary for any Commonwealth Fellowships, unless it is salary over and above the Commonwealth component supported.
- 7.6. We reserve the right to determine the value of Partner Organisation contributions and may, for the purposes of assessment, determine contributions to be at levels that may differ from those in Your application.
- 7.7. You are responsible for ensuring that Your application is complete and all details in the application are accurate and current at the time of submission.
- 7.8. You cannot change Your application after the grant opportunity closing date and time, unless invited by the ARC.
- 7.9. We reserve the right at any point in the process to seek evidence from You to support the certification of applications.
- 7.10. The application form includes help information and further information is in the Instructions to Applicants document on [GrantConnect](#). If You have any technical difficulties, please contact [arc-systems@arc.gov.au](mailto:arc-systems@arc.gov.au).

### **Attachments to the application**

- 7.11. You must attach supporting documentation to the application form in line with the instructions provided in the form or in the Instructions to Applicants. You should only attach requested documents. We will not consider information in attachments that We do not request.
- 7.12. Your application must include a letter of support from each Partner Organisation which must:
- a. include the official letterhead;
  - b. be no more than two A4 pages;

- c. include a brief profile of the organisation, including the number of employees within the organisation;
- d. provide details of the cash and/or in-kind contributions;
- e. explain the source of its cash contribution (if a cash contribution is being made);
- f. certify that no part of its cash contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory Government sources for the purposes of research (if a cash contribution is being made);
- g. state its expectations about industry outcomes/products and market value;
- h. provide details regarding how the application aligns with the Partner Organisation's strategic objectives;
- i. certify that it will meet the requirements outlined in a standard ARC grant agreement, including the requirement to enter into arrangements regarding Intellectual Property which do not unreasonably prevent or delay academic outputs; and
- j. be signed by the Chief Executive Officer, or delegate.

### Timing of the grant opportunities

- 7.13. We publish information on [GrantConnect](#) for all Linkage Program grant opportunities and this includes the relevant timing for the submission of applications.
- 7.14. You must submit Your application to Us between the grant opportunity opening and closing date and time specified on [GrantConnect](#). We will not accept late applications, other than in exceptional circumstances (such as due to natural disasters) in which case We will discuss this with You, and if We agree, invite You to make a late application.
- 7.15. If You are successful, a grant will commence on or after the grant commencement date for the grant opportunity, after Ministerial announcement, or in line with other arrangements that are approved by Us.

### Questions during the application period

- 7.16. Questions during the application period should be directed to Your Research Office. Answers to frequently asked questions may also be posted on [GrantConnect](#).

### Withdrawing an application

- 7.17. We may approve the withdrawal of an application upon receipt of a written request with justification from You. We will only approve such a request in exceptional circumstances.

## 8. The grant selection process

- 8.1. All applications will be considered through a competitive peer review process.
- 8.2. We manage the assessment of applications. Further information about the assessment process is available on the [ARC website](#).
- 8.3. We may seek advice on security or other matters from Commonwealth agencies at any time during the selection process.

- 8.4. We may seek information from You regarding due diligence activities in relation to the application.

## What is the grant assessment process?

### Eligibility criteria assessment

- 8.5. We will review Your application against the eligibility criteria.
- 8.6. We may determine whether an application meets the eligibility requirements in these grant guidelines at any stage during assessment of the application.
- 8.7. If an application is ineligible, the application may not be progressed through the assessment process and We must not recommend the application for funding.

### The assessment process

- 8.8. All applications which meet the eligibility criteria will be assessed and merit ranked using all the assessment criteria.
- 8.9. If We consider that an application is incomplete We may in Our absolute discretion decide to recommend that the application not be approved for a grant.
- 8.10. If We consider that an application is inaccurate or contains false or misleading information, or is otherwise a breach of the *Australian Code for the Responsible Conduct of Research*, We will in Our absolute discretion decide to recommend that the application not be approved for a grant.
- 8.11. Your application will be considered on its merits, based on:
- a. how well it meets the assessment criteria;
  - b. how it is ranked against other applications; and
  - c. whether it provides value for money (as defined in the Glossary).
- 8.12. During the assessment process, We may request additional information, which does not change the nature of Your application.
- 8.13. The process that We will undertake includes the following steps.
- a. We assign applications to General Assessors.
  - b. Applications are assigned to Detailed Assessors. In assigning assessors, We may take requests not to assess into account (see below for further information on this process).
  - c. Detailed Assessors provide assessments to Us with scores and written comments against assessment criteria for each application.
  - d. Applicants are provided with Detailed Assessors' comments and are invited to submit a rejoinder (see below for further information on this process).
  - e. Applications, scores and comments provided in the detailed assessments and the applicant's rejoinder are provided to the General Assessors for consideration. General Assessors assign their own scores against the assessment criteria.
  - f. Applications may be provided to an Industry Growth Centre, subject to any Conflicts of Interest. Applications will not be provided to an Industry Growth Centre when that Growth Centre is listed as a Partner Organisation in an application. If asked, the

Growth Centre provides comments to Us on the applications for the SAC's consideration.

- g. The SAC meets to discuss the ranking of each application relative to other applications and determines funding recommendations.
- h. We may undertake interviews as part of the assessment process. If interviews are to be undertaken, You will be notified if Your application has, or has not, been shortlisted for interview. The format of interviews will be determined by Us, and would be expected to include the proposed Research Hub Director/Training Centre Director and key participants to be in attendance. We will not fund any costs for attendance at interviews.
- i. The SAC makes recommendations to the CEO on which applications should be approved for funding, which applications should not be approved for funding, and the level of funding and duration of each grant.

### **National Interest Test**

- 8.14. On the application form, applicants must provide a separate response on the national interest of the research proposal.
- 8.15. In making recommendations to the Minister, the CEO will:
  - a. consider the recommendations from the SAC;
  - b. consider the applicant's response to the National Interest Test;
  - c. seek information from Administering Organisations on applications where there is concern about how they meet the National Interest Test based on the information provided in the application form; and
  - d. make grant recommendations to the Minister that satisfy the National Interest Test and which are eligible for funding.

### **Requests not to assess process**

- 8.16. You may name up to three persons whom You do not wish to assess an application by submitting a Request Not to Assess (RNTA) form in RMS as detailed on [GrantConnect](#) and the [ARC website](#). This form must be received by Us in RMS two weeks prior to the grant opportunity closing date.
- 8.17. Only one request containing the names of up to three individual assessors may be submitted per application.
- 8.18. If a request includes the name of a current ARC College of Experts member, as listed on the [ARC website](#) or in RMS at the time of submitting the RNTA form, the request must be accompanied by comprehensive evidence justifying the request for the ARC College of Experts member or members named. If We consider the evidence is not sufficient for the named ARC College of Experts member or members, We will reject part, or all, of the request.
- 8.19. We will have absolute discretion about whether We accept or refuse a RNTA. We will not notify you of the outcome.

## Rejoinder process

- 8.20. You will be given the opportunity to respond to assessors' written comments through a rejoinder. Names of assessors will not be provided. Further information on the rejoinder process is available on the [ARC website](#).

## Who will assess applications?

- 8.21. Applications will be assessed by Detailed Assessors and a SAC comprising General Assessors.
- 8.22. Any Detailed Assessors or General Assessors must adhere to and uphold the *Australian Code for the Responsible Conduct of Research* (2018).
- 8.23. Any College of Experts or SAC members who are not a Commonwealth Official, will be required to perform their duties in accordance with the CGRGs.
- 8.24. We have procedures in place for managing organisational and personal Conflicts of Interest for Detailed Assessors, SAC members and ARC staff. Details of these procedures are in the relevant section of these grant guidelines and in the ARC's *Conflict of Interest and Confidentiality Policy* available on the [ARC website](#).

## Who will approve grants?

- 8.25. In accordance with the ARC Act, Our CEO will submit grant recommendations to the Minister for consideration.
- 8.26. The CEO may seek advice on security or other matters from Commonwealth agencies before making recommendations. The CEO will make recommendations for funding to the Minister based on any number of assessments and may take into account any advice received on security or other matters from Commonwealth agencies.
- 8.27. Under the ARC Act, the Minister may (but is not required to) rely solely on recommendations made by the CEO.
- 8.28. The Minister will determine which grants to approve. In addition to the assessment criteria set out in Section 6, the Minister may consider the National Interest Test and any advice on national security risks in determining which applications to approve.
- 8.29. The Minister's decision is final in all matters, including:
- a. the approval of the grant;
  - b. the grant funding amount to be awarded;
  - c. the duration of the grant; and
  - d. the terms and conditions of the grant.
- 8.30. The ARC Act states that the Minister must not approve a grant for any application that fails to:
- a. meet the eligibility criteria;
  - b. comply with the assessment process; and
  - c. satisfy the requirements for financial assistance.



- 8.31. There is no ARC appeal mechanism for decisions to approve or not approve a grant. We will consider appeals against the administrative process as specified at section 13 of these grant guidelines.

## 9. Notification of application outcomes

- 9.1. We will advise You of the outcome of Your application via RMS, following a decision by the Minister.
- 9.2. If You are unsuccessful, You may be able to submit a new application for the same, or similar, research in future grant opportunities. This will depend on the specific provisions of the grant opportunity You are applying for. You should include new or more information to address any weaknesses that may have prevented Your previous application from being successful.
- 9.3. If Your application is found to be ineligible, You will be notified of this through RMS.

### Feedback on Your application

- 9.4. Feedback will be provided on eligible applications through RMS and additional feedback may be provided by email.

## 10. Successful grant applications

### The grant agreement

- 10.1. If You are successful, You must enter into a legally binding grant agreement with the Commonwealth represented by the ARC.
- 10.2. We use the ARC Linkage Program ITRP grant agreement which contains standard terms and conditions that cannot be changed. A sample grant agreement is available on [GrantConnect](#). Any special conditions attached to the grant will be identified in the grant offer.
- 10.3. You will have 30 calendar days from the date of the grant offer to execute this grant agreement with the Commonwealth.
- 10.4. We must execute a grant agreement with You before We can make any payments. We are not responsible for any of Your project expenditure until a grant agreement is executed.

### Specific research policies and practices

- 10.5. You and each participant are required to be compliant with all relevant laws, regulations and have regard to any relevant guidelines.

### Responsible and ethical research practices

- 10.6. All applications and ARC-funded research projects must comply with the requirements for responsible and ethical research practice specified in the *Australian Code for the Responsible Conduct of Research* and the codes, guidelines, practices and policies on the [ARC website](#).
- 10.7. An ethics plan must be in place prior to the commencement of the project in line with the grant agreement.

## Intellectual Property

- 10.8. We do not claim ownership of any intellectual property in an application or in any research arising from a project. All research projects funded by us must comply with practices and policies on the [ARC website](#).

## Publication and dissemination of research outputs and research data

- 10.9. All research projects funded by Us must comply with the *ARC Open Access Policy* on the dissemination of research findings, which is on the [ARC website](#).
- 10.10. A data management plan must be developed prior to the commencement of the project in line with the grant agreement.
- 10.11. We strongly encourage the depositing of data arising from a project in an appropriate publicly accessible discipline and/or institutional repository.
- 10.12. All participants applying for grants are encouraged to have a persistent digital identifier such as an Open Researcher and Contributor Identifier (ORCID ID) in their RMS Profile.

## How We pay the grant

- 10.13. Payments will be made as set out in the grant agreement. Grant funding will typically be paid monthly through Our payment system.
- 10.14. The grant offer will specify the approved grant amount to be paid.
- 10.15. We will not pay more than the approved grant amount under any circumstances. If you incur extra costs, You must meet them.
- 10.16. Grant funding may be subject to indexation.
- 10.17. Once the grant agreement is executed by the Commonwealth, payment will be made on the next available date for grant payments after the grant commencement date.
- 10.18. Any grant awarded will be subject to sufficient funds being available for the project, the provisions of the ARC Act and the continued satisfactory progress of the project.

## Grants payments and GST

- 10.19. All amounts referred to in these grant guidelines are exclusive of the Goods and Services Tax (GST), unless expressly stated otherwise.
- 10.20. You are responsible for any and all financial and taxation implications associated with receiving funds.

## 11. Announcement of grants

- 11.1. If successful, Your grant will be listed on [GrantConnect](#) 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.
- 11.2. We will publicise and report offers and grants awarded, including the following information about the project:
- Your name and any other parties involved in or associated with the project;
  - named participants and their organisations;
  - the project description (the title and summary description);

- d. Your response to the National Interest Test;
  - e. classifications and international collaboration country names; and
  - f. the ARC grant funding amount.
- 11.3. You should ensure that information contained in the project title and summary descriptions will not compromise Your requirements for confidentiality (such as protection of intellectual property).
- 11.4. In making public information about a project that has been approved for a grant, We may use a project description, including title and summary, which differs from that provided in the application.

## **12. How We monitor Your grant activity**

### **Keeping Us informed**

- 12.1. You must let Us know if anything is likely to affect Your project.
- 12.2. You must also inform Us of any changes to Your:
- a. name;
  - b. address(es);
  - c. nominated contact details; and
  - d. bank account details.
- 12.3. If You become aware of a breach of terms and conditions under the grant agreement, You must contact Us immediately.

### **Reporting**

- 12.4. You must submit reports in line with the grant agreement. Reports must be submitted to Us through RMS, unless otherwise advised by Us.
- 12.5. The amount of detail You provide in Your reports should be relative to the project's size, complexity and grant amount.
- 12.6. We will monitor progress by assessing reports You submit and may conduct site visits or request records to confirm details of Your reports if necessary. We may occasionally need to re-examine claims, seek further information or request an independent audit of claims and payments.

### **Key Performance Indicators**

- 12.7. You will be required to submit to Us agreed KPIs for each year of Your project. We will provide instructions for this reporting on the [ARC website](#).

### **Annual progress report**

- 12.8. You must submit an annual progress report to Us by 31 March in the year following each calendar year for which the grant was awarded.
- 12.9. You must report against Your agreed KPIs annually in this report.

## End of year financial report

- 12.10. You must submit an end of year financial report by 31 March in the year following each calendar year for which the grant was awarded. We will make the form for these reports available in RMS, with instructions on the [ARC website](#).

## Progress reporting by exception

- 12.11. A progress report by exception must be completed as part of the end of year report only if significant issues are affecting the progress of the project.
- 12.12. If We are not satisfied with the progress of any project, further payment of grant funds will not be made until satisfactory progress has been made on the project. If satisfactory progress is not achieved within a reasonable period of time, the grant will be terminated and all outstanding grant funds will be recovered by Us.

## Final report

- 12.13. You must submit a final report for the project within 12 months of the final ARC approved project end date. We will make the form for this report available in RMS, with instructions on the [ARC website](#).
- 12.14. The final report must address compliance with the conditions on which funding was granted, as set out in the grant agreement.
- 12.15. If the final report is not submitted or is not satisfactory to Us this will be considered as an eligibility matter for future ARC applications for the named participants on the project.

## Performance reviews

- 12.16. We may undertake ad hoc reviews of a Research Hub or Training Centre at any time. A review will be triggered in special circumstances including, but not limited to a:
- a. change of Research Hub Director or Training Centre Director;
  - b. significant change of scope or circumstance relating to the Research Hub or Training Centre; or
  - c. proposed transfer of the Research Hub or Training Centre to a new Administering Organisation.
- 12.17. Reviews may inform whether there is satisfactory progress of the project.
- 12.18. Outcomes and feedback arising from reviews as outlined above may inform any evaluations and continuation of the Research Hub or Training Centre.

## Grant agreement variations

- 12.19. We recognise that unexpected events may affect the progress of a project. In these circumstances, You can request a variation to Your grant agreement by submitting a Variation to Us in RMS.
- 12.20. You cannot request an increase to the approved grant amount.
- 12.21. You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement, the likely impact on achieving outcomes and any security risks.

## Compliance visits and record keeping

- 12.22. We may visit You during 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 guidelines and grant agreement. We will provide You with reasonable notice of any compliance visit.
- 12.23. You must retain the evidence and paperwork relied upon to certify Your application in RMS and make this available to Us if requested.

## Evaluation

- 12.24. We may evaluate the grant opportunity under the Linkage Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and 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.
- 12.25. We may contact you up to five years after You finish Your grant for more information to assist with this evaluation.

## 13. Probity

- 13.1. The Australian Government 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 and the ARC Act.

## Appeals process

- 13.2. The appeals process is designed to ensure that the application has been treated fairly and consistently in the context of selection processes.
- 13.3. We will only consider appeals against the NCGP administrative process and not against committee decisions, assessor ratings and comments or the assessment outcome. Appellants must identify the specific guideline/legislative instrument clause, policy or procedure which they believe has been incorrectly applied.
- 13.4. You must submit an appeal using the ARC Appeals Form on the [ARC website](#) and have it authorised by a Deputy Vice-Chancellor (Research) or equivalent. Appeals must be received **within 30 days** of the date You receive notification of the outcome of Your application. We will not accept appeals later than 5.00pm (AEDT/AEST) on the appeals submission due date.
- 13.5. Appeals must be submitted to Us electronically to [ARC-NCGP@arc.gov.au](mailto:ARC-NCGP@arc.gov.au).
- 13.6. If You do not agree with the way We have handled Your appeal, You may complain to the Commonwealth Ombudsman. The Ombudsman will not look into a complaint unless the matter has first been raised directly with Us.  
The Commonwealth Ombudsman can be contacted on:  
Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [ombudsman.gov.au](http://ombudsman.gov.au)

- 13.7. Applicants may at any time seek to appeal Our decisions using available external appeal options. The Administrative Appeals Tribunal does not have general power to review Our decisions.

### Conflict of interest

- 13.8. Our purpose is to support the highest quality research and as such Our conflict of interest policy is designed to ensure that all material personal interests are disclosed. Conflicts of interest are identified and managed in a rigorous and transparent way to ensure the integrity, legitimacy, impartiality and fairness of Our processes and to maintain public confidence in Our business processes.
- 13.9. Any conflicts of interest could affect conduct of the selection processes and/or the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the relevant ARC staff, an assessor, member of a committee or advisor and/or You or any of Your personnel:
- a. 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 SAC member;
  - b. 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
  - c. has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the NCGP.
- 13.10. You will be asked to certify, as part of Your application, any perceived or existing conflicts of interests or that, to the best of Your knowledge, there is no conflict of interest. Each individual or organisation named in an application must declare any conflict of interest that exists or is likely to arise in relation to any aspect of the application or project to You at the date of submission.
- 13.11. If a Conflict of Interest exists or arises, You must have documented processes in place for managing the Conflict of Interest for the duration of the project. Such processes must comply with the *Australian Code for the Responsible Conduct of Research* (2018), the *ARC Conflict of Interest and Confidentiality Policy* and any relevant successor documents.
- 13.12. If You later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to an application, You must inform Us in writing immediately.
- 13.13. We will handle any conflicts of interest as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the *Australian Public Service Code of Conduct* (Section 13(7)) of the *Public Service Act 1999*. Committee members and other officials must also declare any conflicts of interest.
- 13.14. We publish Our *Conflict of Interest and Confidentiality Policy* on the [ARC website](#).

## Privacy and protection of personal information

- 13.15. We treat your personal information according to the Australian Privacy Principles and the *Privacy Act 1988*. This includes letting You know:
- what personal information We collect;
  - why We collect Your personal information; and
  - who We give Your personal information to.
- 13.16. You are required, as part of Your application, to certify Your compliance with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors You engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.
- 13.17. Your personal information can only be disclosed to someone else:
- if You are given reasonable notice of the disclosure;
  - where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law;
  - if it will prevent or lessen a serious and imminent threat to a person's life or health; or
  - if You have consented to the disclosure.

## Confidential information

- 13.18. The Australian Government may use and disclose confidential information about grant applicants and grant recipients under the NCGP to any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.
- 13.19. We may reveal confidential information to:
- assessors, the SAC and other Commonwealth employees and contractors to help Us manage the program effectively and in accordance with any other provision of these grant guidelines or subsequent grant agreement;
  - the Minister and their staff;
  - employees and contractors of Our entity so We can research, assess, monitor and analyse Our programs and activities;
  - employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
  - other funding bodies for the purpose of obtaining funding from that body;
  - other Commonwealth, State, Territory or local government agencies in program reports and consultations;
  - the Auditor-General, Ombudsman or Privacy Commissioner; and
  - a House or a Committee of the Australian Parliament.

- 13.20. We will treat the information You give Us as confidential if it meets one of the four conditions below:
- a. You clearly identify the information as confidential and explain why We should treat it as confidential;
  - b. the information is commercial in confidence;
  - c. revealing the information would cause unreasonable harm to You or someone else; or
  - d. You provide the information with an understanding that it will stay confidential.
- 13.21. The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

### **Freedom of information**

- 13.22. All documents in the possession of the Australian Government, including those about the Linkage Program, are subject to the *Freedom of Information Act 1982* (FOI Act).
- 13.23. 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.
- 13.24. All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.
- By mail: Freedom of Information Coordinator  
Australian Research Council  
GPO Box 2702  
CANBERRA ACT 2601
- By email: [foi@arc.gov.au](mailto:foi@arc.gov.au)

## **14. Consultation**

- 14.1. We may conduct a survey of Eligible Organisations after the outcomes of each grant opportunity are announced. Outcomes of the survey have been considered in the development of these grant guidelines.



# Part A Industrial Transformation Research Hubs (Research Hubs)

## A1. About the scheme

A1.1 This part of the document sets out the specific requirements for the Industrial Transformation Research Hubs (Research Hubs) scheme. This part must be read together with the general ITRP requirements in Sections 1-14 of these grant guidelines.

### Important dates

A1.2 The grant commencement date for each Research Hubs grant opportunity will be available on the [ARC website](#).

### Description

A1.3 Research Hubs engage Australia's best researchers to develop collaborative solutions to Industrial Transformation Priorities. Research Hubs support joint research activity, between the Australian higher education sector and industry, designed to focus on strategic outcomes that cannot be realised independently of each other.

### Objectives

- A1.4 The Research Hubs scheme objectives are to:
- a. support collaborative research projects between universities and organisations outside the Australian higher education sector that involve cutting-edge research on new technologies; and
  - b. leverage national and international investment in targeted industry sectors, including from industry and other research end-users.
- A1.5 The intended outcomes of the Research Hubs scheme are:
- a. growth, productivity and competitiveness within the Industrial Transformation Priorities; and
  - b. economic, commercial and social transformation.

## A2. Grant amount and grant period

A2.1 The ARC may provide project funding as detailed in Table 3.

A2.2 **Table 3:** Research Hubs funding and grant duration.

Category	Details
Research Hubs funding level	Between \$500,000 and \$1 million per annum.
Research Hubs funding duration	Between three and five consecutive years.

The figures in this section are based on the 2021 price levels of funding and may be subject to variation (for example, due to annual indexation).

## **A3. Eligibility criteria**

- A3.1 The organisation roles available under the Research Hubs grant opportunity are:
- a. Administering Organisation;
  - b. Eligible Organisations;
  - c. Partner Organisations; and
  - d. Other Organisations.
- A3.2 The named participant roles available under the Research Hubs grant opportunity are:
- a. Research Hub Director;
  - b. CIs; and
  - c. PIs.

## **Applications**

- A3.3 To be eligible, Your Research Hubs application must:
- a. nominate at least one Australian Partner Organisation; and
  - b. directly address one or more of the current Industrial Transformation Priorities.
- A3.4 Your Research Hub application must include the following named participants:
- a. Research Hub Director, who is an eligible CI from Your organisation;
  - b. at least one other CI from Your organisation;
  - c. at least one CI from each Other Eligible Organisation; and
  - d. at least one PI from each Partner Organisation.
- A3.5 You and each Other Eligible Organisation and Partner Organisation on an application must each commit a significant contribution of cash and/or in-kind and/or other material resources to the application having regard to the total cost of the proposed Research Hub and the relative contribution of any CI(s) or PI(s) at the organisation.
- A3.6 Your application must include a commitment of combined Partner Organisation(s) contributions (i.e. the total of the cash and in-kind contributions of the Partner Organisations) that matches or exceeds the total funding requested from Us.
- A3.7 The combined Partner Organisation(s) cash contribution:
- a. must be at least 75 per cent of the total funding requested from Us where any Partner Organisation has more than 100 employees;
  - b. has no minimum contribution where the Partner Organisation or the largest Partner Organisation in a consortium in the application has 100 employees or less; and
  - c. has no upper limit.
- A3.8 Research Hubs are led by a Research Hub Director, and may be supported by a Research Hub Manager to undertake the business management, corporate governance and administrative responsibilities. We encourage You to carefully consider including support for a Research Hub Manager in your application, to allow the Research Hub Director to prioritise the strategic and research leadership tasks. It is up to You to determine the most appropriate team for your application.

## A4. What the grant money can be used for

A4.1 Eligible expenditure items for Research Hubs are:

- a. items in Section 5.8 of these grant guidelines; and
- b. teaching relief for CIs up to a total value of \$50,000 per CI per year where it is demonstrated that it will enhance engagement with the Partner Organisation(s).

## A5. The assessment criteria

A5.1 The assessment criteria for the Research Hubs grant opportunity are:

**a. Investigator(s)/Capability** **20%**

Describe the:

- demonstrated Research Opportunity and Performance Evidence (ROPE) of the proposed team including:
  - evidence of experience in managing distributed and/or collaborative industrial and end-user focussed research;
  - evidence of significant outcomes on industry related projects; and
  - evidence of experience in and capacity to provide effective supervision, support and mentoring for HDR candidates and postdoctoral researchers over the life of the Research Hub.
- appropriateness of the team research track record to achieve the Research Hub's goals; and
- time and capacity of the team to undertake and manage the proposed research in collaboration with the Partner Organisation(s).

**b. Project Quality and Innovation** **30%**

Describe the extent to which the:

- aims, concepts, methods and outcomes will drive growth, productivity and competitiveness within relevant sectors;
- conceptual/theoretical framework is genuinely integrated, cross-disciplinary, innovative and original; and
- project draws together high quality innovative national and international partnership(s) into an integrated Research Hub.

**c. Feasibility and Commitment** **20%**

Describe the:

- extent to which the Research Hub represents value for money;
- appropriateness of the design of the Research Hub and the expertise of the participants to ensure the project can be completed within the proposed budget and timeframe (including identified risks and mitigation strategies);
- proposed level of collaboration to support the research project, including national and international networks and linkages;

- high-quality intellectual support provided for the Research Hub by the research environment of the participating organisations;
- availability of and access to the necessary facilities required to support the proposed research (physical, technical, access to infrastructure, etc);
- commitment by each Partner Organisation(s) to collaboration in the Research Hub;
- adequacy of the budget, including cash and in-kind Contributions pledged by participating organisations; and
- extent to which the proposed Research Hub engages, and will continue to engage, meaningfully with the relevant industry experts including Industry Growth Centres.

If the project involves research pertaining to Aboriginal and/or Torres Strait Islander communities describe:

- the strategies for enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- any existing or developing, supportive and high-quality relationships with Aboriginal and/or Torres Strait Islander communities; and
- any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

**d. Benefit 30%**

Describe:

- the extent to which the research clearly addresses one or more of the Industrial Transformation Priorities;
- the economic, commercial, environmental, social and/or cultural benefits for relevant Australian research end-users (including relevant industry and manufacturing sectors);
- the extent to which the proposed Research Hub supports clearly identified market opportunity(ies) and intended transformation for Australian industry or other end users;
- the extent to which the proposed Research Hub will build research capacity in the Partner Organisation(s);
- the extent to which there are adequate strategies to encourage dissemination, promotion, and the commercialisation of research outcomes;
- the potential contribution of the proposed research to addressing the needs of industries and communities as articulated in Australia’s Industrial Transformation Priorities; and
- where relevant, the extent to which the applicants have identified the freedom to operate in the Intellectual Property and patent landscape to enable future benefits to industry.

## Part B Industrial Transformation Training Centres (Training Centres)

### B1. About the scheme

B1.1 This Part of the document sets out the specific requirements for the Industrial Transformation Training Centres (Training Centres) scheme. This part must be read together with the general ITRP requirements in Sections 1-14 of these grant guidelines.

#### Important dates

B1.2 The grant commencement date for each Training Centres grant opportunity will be available on the [ARC website](#).

#### Description

B1.3 The Training Centres scheme fosters close partnerships between university-based researchers and other researchers. Training Centres deliver innovative Higher Degree by Research (HDR) and postdoctoral training. The focus is on creating end-user research capability that is vital to Australia's future through developing solutions relevant to the Industrial Transformation Priorities.

#### Objectives

- B1.4 The Training Centres scheme objectives are to:
- a. support HDR candidates and postdoctoral researchers to undertake industrial training;
  - b. support research collaboration between universities and organisations outside the Australian higher education sector; and
  - c. strengthen the capabilities of industry and research end-users in identified Industrial Transformation Priority areas.
- B1.5 The intended outcomes of the Training Centres scheme are:
- a. growth, productivity and competitiveness within Industrial Transformation Priorities; and
  - b. economic, commercial and social transformation.

## B2. Grant amount and grant period

B2.1 The ARC may provide project funding, which includes salary funding and stipend funding as detailed in Table 4.

B2.2 **Table 4:** Training Centres funding and grant duration.

Category	Details
Training Centres funding maximum	Maximum of \$5 million over a maximum of five consecutive years.
Training Centres funding level (funding includes funding for ICHDR positions and ICPD positions at rates as listed below)	Between \$650,000 and \$1 million per annum for the first three years.  Between \$150,000 and \$1 million per annum for the fourth year.  There is no minimum level of funding provided by the ARC in the fifth year. The maximum is \$1 million.
Training Centres funding duration	Between four and five consecutive years.
ICPD salary level	At a level appropriate to the employing organisation, but no less than the level indicated on the salaries and stipends page of the ARC website.
ICPD salary duration	Up to five consecutive years.
ICHDR stipend level	At a level appropriate to the Eligible Organisation, but no less than the level indicated on the salaries and stipends page of the ARC website.
ICHDR stipend duration	Two or three years, as appropriate for the Higher Degree by Research that the ICHDR is undertaking.

The figures in this section are based on the 2021 price levels of funding and may be subject to variation (for example, due to annual indexation). Updated levels will be available on the salaries and stipends page of the [ARC website](#).

B2.3 A project may include additional HDR and postdoctoral positions. Any roles funded by non-ARC sources are not considered to be ICHDRs and ICPDs and are not covered by the employment conditions in the grant agreement.

## **B3. Eligibility criteria**

- B3.1 The organisation roles available under the Training Centres grant opportunity are:
- a. Administering Organisation;
  - b. Other Eligible Organisations;
  - c. Partner Organisations; and
  - d. Other Organisations.
- B3.2 The named participant roles available under the Training Centres grant opportunity are:
- a. Training Centre Director;
  - b. CIs; and
  - c. PIs.

### **Applications**

- B3.3 To be eligible, Your application must:
- a. nominate at least one Australian Partner Organisation;
  - b. include at least 10 ICHDRs and at least one ICPD; and
  - c. address one or more of the current Industrial Transformation Priorities.
- B3.4 Your application must nominate the following named participants:
- a. Training Centre Director, who is an eligible CI from Your organisation;
  - b. At least one other CI from Your organisation;
  - c. At least one CI from each Other Eligible Organisation; and
  - d. At least one PI from each Partner Organisations.
- B3.5 You and each Other Eligible Organisation and Partner Organisation on an application must each commit a significant contribution of cash and/or in-kind and/or other material resources to the application having regard to the total cost of the proposed Training Centre and the relative contribution of any CI(s) or PI(s) at the organisation.
- B3.6 Your application must include a commitment of combined cash and in-kind contributions to the Training Centre that, along with the ARC contribution, are sufficient to support all the research projects described in the application and particularly that of the ICHDRs and ICPDs in the Training Centre.
- B3.7 Training Centres are led by a Training Centre Director, and may be supported by a Training Centre Manager to undertake the business management, corporate governance and administrative responsibilities. We encourage You to carefully consider including support for a Training Centre Manager, to allow the Training Centre Director to prioritise the strategic, research and training leadership tasks. It is up to You to determine the most appropriate team for Your application.
- B3.8 Your application must include funding for at least 10 HDR candidates and at least one postdoctoral researcher. HDR Candidates employed by the Training Centre are 'ICHDRs'. Postdoctoral researchers employed by the Training Centre are 'ICPDs'. These candidates are not nominated as 'named participants' on the application.

## **B4. What the grant money can be used for**

B4.1 Eligible expenditure items for Training Centres are:

- a. items in Section 5.8 of these grant guidelines;
- b. stipends for ICHDRs enrolled at an Eligible Organisation at no less than the level indicated on the salaries and stipends page of the ARC website; and
- c. salary support for ICPDs at no less than the level indicated on the salaries and stipends page of the ARC website and appointed for at least 0.5 FTE at an Eligible Organisation for the duration of their role on the Project.

## **B5. The assessment criteria**

B5.1 The assessment criteria for the Training Centres are:

**a. Investigator(s)/Capability 20%**

Describe the:

- demonstrated Research Opportunity and Performance Evidence (ROPE) of the proposed team including:
  - evidence of experience in managing distributed and/or collaborative industrial and end-user focussed research;
  - Evidence of significant outcomes on industry related projects;
  - Evidence of experience in and capacity to provide effective supervision, support and mentoring for HDR candidates and postdoctoral researchers over the life of the Training Centre;
- appropriateness of team research track record to achieve the Training Centre's goals; and
- time and capacity of the team to undertake and manage the proposed research in collaboration with the Partner Organisation(s).

**b. Project Quality and Innovation 30%**

Describe the extent to which:

- the aims, concepts, methods and outcomes will drive growth, productivity and competitiveness within relevant sectors;
- the project builds skills and capacity in end-user focussed research;
- the conceptual/theoretical framework is genuinely integrated, cross-disciplinary, innovative and original; and
- how the Training Centre has a wide level of collaboration, including the development of national and international networks and linkages.



**c. Feasibility and Commitment**

**20%**

Describe the:

- extent to which the proposed Training Centre represents value for money;
- practicality of the proposed project objectives, budget and timeframe (including identified risks and mitigation strategies);
- proposed level of collaboration to support the research project;
- high quality intellectual support provided for the Training Centre by the research environment of the participating organisations;
- availability of and access to necessary facilities required to support the proposed research (physical, technical, access to infrastructure, etc);
- capacity of each Partner Organisation(s) to support the Training Centre (including the plan for student placements);
- extent to which the proposed Training Centre will engage , and will continue to engage, meaningfully with the relevant industry experts including Industry Growth Centre(s);
- commitment by each Partner Organisation(s) to collaboration in the Training Centre; and
- Partner Organisation(s) facilities and personnel contribution to the effective supervision, on-site training, support and mentoring for the HDR candidates and postdoctoral researchers over the life of the project.

If the project involves research pertaining to Aboriginal and/or Torres Strait Islander communities describe:

- the strategies for enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- any existing or developing, supportive and high-quality relationships with Aboriginal and/or Torres Strait Islander communities; and
- any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

**d. Benefit**

**30%**

Describe:

- the extent to which the research clearly addresses one or more of the Industrial Transformation Priorities;
- the economic, commercial, environmental, social and/or cultural benefits for relevant Australian research end-users (including relevant industry and manufacturing sectors);
- the extent to which the proposed Training Centre supports clearly identified market opportunity(ies) and intended transformation for Australian industry or other end users;
- the extent to which the proposed Training Centre will build the ability to exploit research outcomes in the Partner Organisations;

- the extent to which there are adequate strategies to encourage disseminations and promotion of research outcomes;
- the potential contribution of the proposed research to addressing the needs of industries and communities as articulated in Australia’s Industrial Transformation Priorities; and
- where relevant, the extent to which the applicants have identified the freedom to operate in the Intellectual Property and patent landscape to enable future benefits to industry.

## **B6. Successful grant applications**

B6.1 You are encouraged to work with Us to facilitate the effective establishment of the Training Centre.

### **Your responsibilities**

B6.2 You must undertake a process of competitive national and international recruitment for ICHDRs and ICPDs to be appointed to the Training Centre once the grant has been approved and announced. The recruitment and selection processes must:

- a. include competitive recruitment practices involving advertisement, selection and offers;
- b. ensure that ICPDs hold a PhD (or equivalent) qualification; and
- c. demonstrate an effort to attract and recruit external and international candidates.

B6.3 You will be responsible for ensuring that:

- a. ICHDRs recruited to and funded through Your Training Centre are enrolled in a HDR at an Eligible Organisation;
- b. ICPDs recruited to and funded through Your Training Centre must be an employee for at least 0.5 FTE at an Eligible Organisation;
- c. ICHDRs funded through the Training Centre grant conduct research for a minimum total of one year full-time placement with a Partner Organisation(s) (outside the higher education sector) over the project activity period;
- d. ICPDs funded through the Training Centre grant are encouraged to spend significant time conducting research with a Partner Organisation(s);
- e. ICHDRs and ICPDs do not commence another Commonwealth Fellowship or award while they are employed with funds from the project; and
- f. details of the selection and recruitment process for ICHDRs and ICPDs are made available for audit purposes if requested.

B6.4 Contributions from participating organisations may be used to top-up the stipends of the ICHDRs and salaries of the ICPDs where appropriate. A project may include additional HDR and postdoctoral roles fully funded by participating organisation contributions; however these roles are not considered to be ICHDRs and ICPDs.

## 15. Glossary

### Acronyms

15.1. In these Grant Guidelines, the following acronyms are used.

Acronym	Description
ARC	Australian Research Council
ARC Act	<i>Australian Research Council Act 2001</i>
CEO	Chief Executive Officer
CGRGs	<i>Commonwealth Grants Rules and Guidelines 2017</i>
CI	Chief Investigator
FTE	Full Time Equivalent
FOI	Freedom of Information
GST	Goods and Services Tax
HECS	Higher Education Contribution Scheme
HELP	Higher Education Loan Program
ICHDR	A Higher Degree by Research candidate funded through the Training Centre grant as part of the project.
ICPD	A postdoctoral fellow funded through a Training Centre grant as part of the project.
ITRP	Industrial Transformation Research Program
NCGP	National Competitive Grants Program
LIEF	Linkage Infrastructure, Equipment and Facilities
ORCID ID	Open Researcher and Contributor Identifier
PhD	Doctor of Philosophy
PI	Partner Investigator
RMS	Research Management System
SAC	Selection Advisory Committee

## Definitions

15.2. For the purposes of these grant guidelines, terms have the meanings defined below.

Term	Definition
active project	a project that is receiving funding according to the terms of an existing Funding Agreement or grant agreement, or has any carryover funds approved by the ARC, or an approved variation to the project end date.
Administering Organisation	an Eligible Organisation which submits an application for a grant and which will be responsible for the administration of the grant if the application is approved for funding.
applicant	the Administering Organisation.
application	a request for funding submitted through RMS by an Administering Organisation seeking grant funding under an ARC grant program. It includes the specifics of a proposed grant activity as well as the administrative information required to determine the eligibility of the application.
ARC assessor community	the Australian and international assessors that assess applications submitted to the ARC that are within their areas of expertise.
ARC College of Experts	the body of experts of international standing appointed to assist the ARC to identify research excellence, moderate external assessments and recommend applications for funding. Its members are specialist and generalist experts in their knowledge fields drawn from the Australian research community.  The <a href="#">ARC website</a> provides information on who is a member of the College of Experts.
ARC website	the website accessed using <a href="http://www.arc.gov.au">www.arc.gov.au</a> .
assessment criteria	the specified principles or standards, against which applications will be considered. These criteria are also used to assess the merits of applications and, in the case of a competitive grant opportunity, to determine application rankings.
Australian Partner Organisation	is a Partner Organisation that is an entity that is incorporated under Australian Law, is operating in Australia and has an Australian Business Number (ABN).
bench fees	fees that an organisation charges for an individual to use infrastructure which would normally be provided by the organisation for their employees. This infrastructure may vary and could include, for example, an office or laboratory space with appropriate equipment, or access to non-specialised equipment owned by the organisation.
cash contribution	the cash from an organisation, which is transferred to and managed by the Administering Organisation.
Chief Executive Officer	means the person holding the position of ARC Chief Executive Officer in accordance with the ARC Act or any person acting in that position.
Chief Investigator	a participant who satisfies the eligibility criteria for a CI under these grant guidelines.
Commonwealth	the Commonwealth of Australia.

Term	Definition
Commonwealth Fellowship	a position held by a participant where the salary is funded wholly or partly by the Commonwealth.
consultancy	the provision of specialist advice, analysis, assistance, services or products to another organisation(s), generally where the consultancy services are for the sole or preferred use of that other organisation(s).
date of effect	the date on which a grant agreement is signed or a specified starting date.
Detailed Assessors	assessors drawn from the ARC assessor community who are assigned applications to review for their specific expertise in a field of research.
eligibility criteria	the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Eligible Organisation	an organisation listed in Section 4.7 of these grant guidelines.
field research	the collection of information integral to the project outside a laboratory, library or workplace setting and often in a location external to the individual's normal place of employment.
General Assessors	the members that make up a grant opportunity's Selection Advisory Committee. General Assessors utilise knowledge of their disciplinary areas and a broad understanding of intellectual and methodological issues and good research planning. Each application has a lead General Assessor (known as Carriage 1) who is typically close to the academic field of the application and one or more General Assessors (known as Other Carriages) with supplementary expertise.
grant activity	the project/tasks/services that the grantee is required to undertake. A project consists of a number of grant activities.
grant agreement	the agreement entered into by the ARC and an Administering Organisation when an application from that organisation is approved for grant funding. This was previously referred to as a 'Funding Agreement'.
grant commencement date	the date on which grant funding may commence.
grant offer	the details listed in the ARC's RMS under 'Funding Offers' showing the project details and grant amount.
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.
grantee	the Administering Organisation which has been selected to receive a grant.
grant opportunity	the specific grant round or process where a Commonwealth grant is made available to potential grantees. grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant opportunity closing date	the last day on which applications for a grant opportunity will be accepted for consideration for a specific grant opportunity.

Term	Definition
grant opportunity opening date	the first day on which applications for a grant opportunity will be accepted for consideration for a specific grant opportunity.
GST	the meaning as given in Section 195-1 of the <i>A New Tax System (Goods and Services Tax) Act 1999</i> .
higher degree by research (HDR)	a 'Research Doctorate or Research Masters program, for which at least two-thirds of the student load for the program is required as research work' as defined by the <i>Commonwealth Scholarships Guidelines (Research) 2017</i> .
ICHDR	means a higher degree by research candidate funded by the ARC, through the Administering Organisation, who will be employed on the Training Centres project.
ICPD	means a postdoctoral fellow funded by the ARC through the Administering Organisation, who meets the ICPD candidate eligibility criteria and who will be employed on the Training Centres project.
Industrial Transformation Priorities	Means targeted research areas identified by the ARC based on relevant government priorities and updated from time to time on the ARC website.
Industry Growth Centres	are a Commonwealth funded, industry-led approach to driving innovation, productivity and competitiveness by focusing on areas of competitive strength and strategic priority. The initiative is delivered by the Department of Industry, Innovation and Science.
in-kind contributions	A contribution of goods, services, materials and/or time to the project from an individual, business or organisation. Values should be calculated based on the most likely actual cost, for example, current market, preferred provider or internal provider rates/valuations/rentals/charges (that is in the financial year of the date of the application) of the costs of labour, work spaces, equipment and databases. The calculations covering time and costs should be documented by the Administering Organisation. The ARC may require these calculations to be audited.
Instructions to Applicants	a set of instructions prepared by the ARC to assist applicants in completing the application form.
Key Performance Indicators	a set of quantifiable measures that the ARC use to monitor and report on progress of research outcomes.
legislative instrument	a law on matters of detail made by a person or body authorised to do so by the relevant enabling legislation.
Linkage Program	the schemes funded under the Linkage Program of the NCGP consisting of: ARC Centres of Excellence, Industrial Transformation Research Hubs, Linkage Industrial Transformation Training Centres, Linkage Projects, Learned Academies Special Projects, Supporting Responses to Commonwealth Science Council Priorities, Special Research Initiatives and other grant opportunities as announced from time to time under the Linkage Program.
medical research	medical research as defined in the <i>ARC Medical Research Policy</i> available on the ARC website.

Term	Definition
Minister	the Minister responsible for the administration of the ARC Act, or the Minister's delegate.
named participants	individual researchers nominated for particular roles in an application.
national interest	the extent to which the research contributes to Australia's national interest through its potential to have economic, commercial, environmental, social or cultural benefits to the Australian community.
officials	officials of a Commonwealth entity. An official of a Commonwealth entity is an individual who is in, or forms part of the entity (see Section 8 of the PGPA Act).
ORCID Identifier	a persistent digital identifier for an individual researcher available on the ORCID website, <a href="http://www.orcid.org">www.orcid.org</a> .
Other Eligible Organisation	an organisation listed in Section 4.7 of these grant guidelines which is not the Administering Organisation on an application.
other material resources	resources where a monetary value is not relevant or to which it is difficult to assign a monetary value, for example, access to restricted data, samples or documents. These contributions are most commonly identified in the research program section of the application in a letter of support.
Other Organisation	an organisation that is not an Eligible Organisations and not a Partner Organisation that contributes to the research project.
participants	all named participants on an application (ie CIs, PIs, Directors), and all unnamed researchers such as postdoctoral research associates and postgraduate researchers working on a project.
Partner Investigator	a named participant who satisfies the eligibility criteria for a Partner Investigator (PI) under these grant guidelines.
Partner Organisation	an Australian or overseas organisation, other than an Eligible Organisation, which satisfies the eligibility requirements for a Partner Organisation and is to be a cash and/or in-kind and/or other material resources contributor to the Project.
PhD	a qualification that meets the level 10 criteria of the <i>Australian Qualifications Framework Second Edition</i> January 2013.
Postdoctoral Research Associate	a postdoctoral research associate funded by the Commonwealth through the Administering Organisation, who will be employed on the project.
Postgraduate Researcher	a postgraduate research student funded by the Commonwealth through the Administering Organisation, who will undertake a Higher Degree by Research through the project.

Term	Definition
Preprint or comparable resource	A preprint or comparable resource is a scholarly output that is uploaded by the authors to a recognised publicly accessible archive, repository, or pre-print service (such as, but not limited to, arXiv, bioRxiv, medRxiv, ChemRxiv, Peer J Preprints, Zenodo, GitHub, PsyArXiv and publicly available university or government repositories etc.). This will include a range of materials that have been subjected to varying degrees of peer review from none to light and full review. Ideally, a preprint or comparable resource should have a unique identifier or a DOI (digital object identifier). Any citation of a preprint or comparable resource should be explicitly identified as such and listed in the references with a DOI, URL or equivalent, version number and/or date of access, as applicable.
project	an application approved by the Minister to receive funding from the ARC through an application.
project activity period	the period during which a project is receiving funding according to the original grant Offer, or has any carryover funds approved by the ARC, or an approved variation to the project's end date. During this period, the project is known as an active project.
project end date	the expected date that the project activity is completed and by which all grant funding will be spent.
recipient	an individual or organisation who has received grant funding from the ARC.
research	<p>for the purposes of these grant guidelines, the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.</p> <p>This definition of research is consistent with a broad notion of research and experimental development comprising “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge”  OECD (2015), <i>Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development</i> (p.378).</p>
Research Associate	postdoctoral research associate funded by the Commonwealth through the Administering Organisation, who will be employed on the Project.
Research Hubs	refers to the Industrial Transformation Research Hubs under the Industrial Transformation Research Program.
Research Hub Manager	a person with relevant skills and experience who is able to management and facilitate the day-to-day operation of the Research Hub.
research infrastructure	the assets, facilities, services, and coordinated access to major national and/or international research facilities or consortia which directly support research in higher education organisations and more broadly, and which maintain the capacity of researchers to undertake excellent research and deliver innovative outcomes.



Term	Definition
Research Office	a business unit within an Eligible Organisation that is responsible for contact with the ARC regarding applications and projects.
Research Opportunity and Performance Evidence (ROPE)	an ARC policy framework used to consider and assess the quality and research excellence of a named participant within the context of the participant's career and life experiences. One key element is that the assessment process takes into account the quality rather than simply the volume or size of the research contribution.
research output	includes all products (including Preprints or comparable resources) of an ARC-funded research Project that meet the definition of Research.
Selection Advisory Committee (SAC)	a group of experts from academia and industry appointed to assist the ARC to assess applications and to provide a recommendation for funding to the CEO. A SAC may be drawn from the ARC College of Experts.
selection criteria	the eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Special Condition	a condition specified in a grant offer which governs the use of the funding provided by the ARC.
technical workshop services	the specialised construction and maintenance activities carried out by a technician, often within a dedicated facility for working with materials such as wood, glass, metal, plastics or electronics.
Training Centres	refers to the Industrial Transformation Training Centres (ITTC) under the Industrial Transformation Research Program.
Training Centre Director	a participant who satisfies the eligibility criteria for a Training Centre Director under these grant guidelines.
Training Centre Manager	a person with relevant skills and experience who is able to manage and facilitate the day-to-day operation of the Centre.
travel costs	the domestic and international economy travel costs associated with the project, including to foster and strengthen collaboration between researchers in Australia and overseas.
value for money	'value for money' is a judgement based on the grant application representing an efficient, effective, economical and ethical use of public resources determined from a variety of considerations: merit of the proposal, risk, cost and expected contribution to outcome achievement.
Variation of grant agreement (Variation)	a request submitted to the ARC in RMS to agree a change in the Grant agreement.
We	the Australian Research Council (ARC). 'Us' and 'Our' are also used in this context.
You	the Eligible Organisation that submitted the application. 'Your' is also used in this context.

