



CSIRO - A*STAR Research-Industry (2+2) Partnership Program

Round 2

Grant Opportunity Guidelines

Full application opening date:	08 April 2024
Full application closing date and time:	31 May 2024 11:55pm (Australian Eastern Daylight Saving Time) 11:59pm (Singapore Time) Please take account of time zone differences when submitting your application.
Administering entities:	Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Agency for Science, Research and Technology(A*STAR)
Enquiries:	If you have any questions, contact us at Australia-based applicants: 2plus2@csiro.au Singapore-based applicants: oga_bilats@hq.a-star.edu.sg
Date guidelines released:	08 April 2024

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1. Commonwealth Scientific and Industrial Research Organisation and Agency for Science, Technology and Research Initiative: Research-Industry (2+2) Partnership Grant Opportunity processes

Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Agency for Science, Technology and Research (A*STAR): Research-Industry (2 + 2) Partnership Program
This grant opportunity is part of the above collaboration which aims to promote research and development bilateral collaboration between Singapore based research institutes, CSIRO and commercial partners through joint scientific research projects.



The grant opportunity opens, and you are invited to apply
We publish the guidelines on the CSIRO portal and A*STAR Funding Opportunities page.



You complete and submit a full application with mandatory attachments
You complete an application form addressing all selection criteria and provide mandatory attachments in order for your application to be considered.



We assess all grant applications and make recommendations
We review all applications against eligibility criteria and notify you if you are not eligible. A Joint Steering Committee assesses eligible applications against the selection criteria and compares them to other applications.



Grant decisions are made, and we notify you of the outcome
The Joint Steering Committee decides which projects are funded. All applicants are advised of outcomes.



We enter into a grant arrangement
We will enter into a grant arrangement with successful applicants that features set reporting parameters.



Delivery of grant
You undertake the grant activity as set out in your grant arrangement. We manage the grant by working with you, monitoring your progress via report submission and making payments.



Evaluation of the program
We will evaluate the grant activity as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The partnership further strengthens the bilateral research cooperation under the ambit of the Singapore-Australia Comprehensive Strategic Partnership (CSP) Science and Innovation Pillar 1. Building on the momentum of the Innovations in Food for Precision Health programme, the partnership program aims to promote research collaboration on topics spanning an expanded scope of thematic areas.

The goal of the partnership is to promote research and bilateral collaboration, with projects funded under the partnership required to focus on one or more of the four following Field of Research areas:

1. Food and health
2. Digital and environment
3. Advanced manufacturing and future materials
4. Low emission technologies and circular economy solutions.

The program supports projects that are at the experimental development end of the research continuum; translating research for commercial impact; moves discoveries along the pathway to commercialisation; accelerates commercialisation and entrepreneurial activities and/or 'de-risks' for future commercial investors.

While the partnership is led by CSIRO and A*STAR, the collaboration aims to access the broad range of capabilities across the research, innovation and enterprise ecosystems through engagement and participation of industry, government, and academia. This will see the partnership provide funding by grant round for meritorious research projects of mutual benefit that include researchers from CSIRO and Singapore-based research institutes; and collaboration with at least one industry partner each from Australia and Singapore.

This document sets out:

- the eligibility and selection criteria, including how we consider and assess grant applications
- how we notify applicants and enter into grant arrangements
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

CSIRO and A*STAR are jointly responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 12.

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

There are additional clauses pertaining specifically to Australia based applicants which will be stated the CSIRO's confluence page. They will be indicated by asterisks in the grant guideline and all Australia based applicants must refer to the CSIRO's confluence page for compliance. This applies to sections: *4.3, *6, *7, *8.2 and *11.1.

3. Grant amount and grant period

Grant funds will be paid in accordance with the schedule in the grant agreement or arrangement. Grant funds can be expended across the life of the project (project period). See below and section 3.2.

3.1. Grants Available

The grant percentage varies depending on your amount of co-contributions from industry partner organisations.

Contributions are required to be provided by one or more industry partner(s) from both Australia and Singapore, with contributions permitted to be cash or in-kind. While industry partners need not contribute in equal amount or match their co-investment, industry co-contributions will be viewed favourably. Industry partners’ contribution type and amount will be taken into consideration during the project selection process.

CSIRO Business Unit co-investment is encouraged and will also be taken into consideration during the project selection process.

As a guide, we expect that average grant requests will be around \$500,000, ie SGD \$250,000 and AUD \$250,000 per project, for projects of up to 2 years’ duration.

An example of how (2+2) partnership projects are expected to be funded is below:

<u>Project team A</u>	AUD Grant	SGD Grant	Industry Contribution
CSIRO researchers	AUD \$250,000 (\$125,000 CSIRO Global, \$125,000 CSIRO BU)*		
Singapore-based Principal Investigators and Co-Investigators		SGD \$250,000 (inclusive of 30% indirect costs)	
Australia-based industry partner/s			AUD \$250,000 (contributions permitted to be cash or in-kind)
Singapore-based industry partner/s			SGD \$250,000 (contributions permitted to be cash or in-kind)

* CSIRO BU contribution type and amount will be taken into consideration during the project selection process.

Total grant amount: \$500,000 (ie, AUD \$250,000 and SGD \$250,000)

Total project cost: \$1,000,000 (i.e., AUD. \$500,000 and SGD \$500,000)

You are responsible for any project costs beyond agreed amounts awarded.

3.2. Project period

The maximum project period is 24 months, and no requests for extensions will be considered.

4. Eligibility and selection criteria

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

4.1. Who is eligible?

To be eligible for grant funding you must propose a joint research-industry (2+2) partnership project that includes the following:

- a CSIRO Principal Investigator
- Singapore-based Principal Investigator holding a primary appointment of at least 75% in a local publicly funded institution and salaried by the institution
- at least one Australian based industry partner; and
- at least one industry partner operating in Singapore

In addition, your project must be focussed on one or more of the four listed Fields of Research:

1. Food and health
2. Digital and environment
3. Advanced manufacturing and future materials
4. Low emission technologies and circular economy solutions.

4.2. Additional eligibility requirements

We can only accept full applications where you provide the following attachments:

- a full project plan including arrangements for governance, security and intellectual property rights (background IP should be unencumbered) and the identification of risks and mitigation strategies (maximum 10 pages excluding appendices), using the template provided
- letters of support from all industry partners including outlining their participation and any funding and/or in-kind contributions, refer to section 6.1.
- For Singapore based Principal Investigators, applications must be endorsed by the applicants' Host Institution/s, prior to submission

Additionally, we can only accept full applications where:

- you agree that you will deliver your project in accordance with relevant legislation, policies, and industry standards in all project locations.

Teams are required to provide one application form per project submission via [A*STAR iGrants portal](#). If successful, both CSIRO and Singapore-based Principal Investigator and Co-Investigator/s project teams will enter into separate grant arrangements with their local organisation (i.e. CSIRO teams will enter into a CSIRO funding arrangement, and Singapore-based Principal Investigators will enter into an A*STAR funding arrangement).

Please note that approval of the grant is subject to ethics approval.

4.3. Who is not eligible?*

You are not eligible to apply if you:

- are an organisation other than CSIRO, or a Singapore-based PI whose primary appointment is less than 75% in a local publicly funded research institution.
- are not proposing a project that involves all four required parties, as detailed in section 4.1
- are not focusing a project on one or more of the listed Fields of Research
-

4.4. Selection Criteria

The partnership program supports high TRL projects that are at the experimental development end of the research continuum; translating research for commercial impact; moves discoveries along the pathway to commercialisation; accelerates commercialisation and entrepreneurial activities and/or 'de-risks' for future commercial investors.

The partnership program expects applicants to propose projects that focus on one or more of the four following Field of Research areas listed in section 2.

Full applications are assessed and ranked on merit using the following selection criteria:

- 1. Excellence (science and team synergy) – 30% weighting**
- 2. Industry partners (contribution, benefits and outcomes) – 40% weighting**
- 3. Alignment (fit with agency research priorities[‡] and bilateral initiative intent) – 30% weighting**

[‡] Includes CSIRO BU co-contribution

Projects should preferably leverage on one or more of the following means:

- provide access to unique and/or specialised characteristics of overseas partner country (i.e. specific scientific knowledge or technique), availability of key researchers, common interest in technology development in a specific field, etc.

- tap into specialised capabilities of overseas partner agencies, and through this, create strategic linkages into specialised capabilities in the future
- provide opportunities to benchmark economic value creation from public sector research

Other factors may include the level of synergy of the proposed research to the collective set of activities, the abilities of the researchers, and appropriateness of the requested budget.

NOTE: proposals with downstream applications of national defence or security and research that poses a threat to public health will not be supported.

5. What the grant money can be used for

You can only spend grant funds on eligible activities incurred on the agreed project as defined in your grant arrangement.

5.1. Eligible activities

Eligible expenditure must be focussed on undertaking eligible activities, which are defined as being directly related to the project and may include – but are not limited to:

- employment of personnel
- proof of concept activities (including field trials)
- other direct research costs
- exchanges and secondments of personnel between Australia and Singapore for project activities
- research project–related communication initiatives
- conferences, workshops, symposia related to the research.

This list is not exhaustive. We may update the guidance on eligible expenditure and activities from time to time.

5.2. Eligible & ineligible expenditure

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

For guidance on eligible expenditure, refer to Appendix A

For guidance on ineligible expenditure, refer to Appendix B for CSIRO applicants and Appendix C for Singapore-based applicants.

We may update the guidance on eligible and ineligible expenditure from time to time.

6. How to apply*

Before applying you should read and understand these guidelines, paying close attention to all eligibility and selection criteria and attach detailed evidence that supports the application.

To apply, you must:

- complete and submit a single joint application (final submissions will need to be submitted by the Singapore-based PI via the [A*STAR iGrants portal](#))
- provide all the information requested
- include endorsement by the relevant Head of Institute or Business Unit leader
- include all necessary attachments

Applications must contain all the information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation, unless requested by the program team.

You are responsible for making sure your application is complete and accurate. If we consider that you have provided false or misleading information, we may not progress your application. If you find an error in your application after submitting it, you should contact us immediately at:

For Australia-based applicants, please direct further queries to: 2plus2@csiro.au

For Singapore-based applicants, please direct further queries to: oga_bilats@hq.a-star.edu.sg

6.1. Industry partners letters of support

All applications are required to provide letters of support from all collaborators listed as industry partners. This will see one or more letter(s) of support provided from both Australia and Singapore industry partners.

Each letter of support is required to identify all members of the proposed group and include the following information:

- details of the project partner organisation
- the roles/responsibilities the project partner will undertake, and the resources it will contribute
- details of a nominated management level contact officer

6.2. Timing of grant opportunity

You must submit an application between the opening and closing dates stipulated at the start of this document. All applications must be submitted before the deadline. Program Delegate will not accept any late application strictly.

If you are successful, we expect you will be able to commence your project in September 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Application opening period	Eight weeks
Assessment of applications	Eight weeks
Outcome of applications	Three weeks
Negotiations of grant arrangements or agreements	60 days
Earliest start date	Execution date of funding arrangement

(For Australia-based applicants only) The end date of grant commitment is 30 June 2026. (i.e. final grant disbursement will occur no later by 30 June 2026)

7. The grant selection process*

The panel will consider your application on its merits, based on:

- how well it meets the selection criteria at section 4.4
- how it compares to other applications
- whether it provides value with relevant money.

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

- the overall objectives of the grant opportunity
- the rationale and/or evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- Key Performance Indicator (KPI): aside from research deliverables, joint publication with an international collaborator is a KPI of the project. Applicants are encouraged to indicate other KPIs suitable for their project.

7.1. Who will approve the grants?

Program Delegates decide which grants to approve taking into account; the panel recommendations, diversity, equity, strategic fit, and the availability of grant funds.

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

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

We cannot review decisions about the merits of your application.

Program Delegates will not approve funding if there are insufficient program funds available across relevant financial years for the program.

8. Post award process

After participation in any stage of the partnership program we will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant. Outcome decision is final.

You may be invited to submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application and does not address the feedback provided, it may not be considered for assessment.

8.1. CSIRO and A*STAR grant arrangements

You must enter into a binding grant arrangement in order to accept grant funding with your agency. This means the CSIRO team will use a CSIRO grant arrangement with that has been developed specifically for this opportunity, and the Singapore-based Principal Investigator and Co-Investigator/s will use an A*STAR grant arrangement.

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

We will manage the grant arrangement directly with you and will provide specific contact details for this purpose within the offer of grant funding. This includes issuing and executing of documents.

Execute means both you and the relevant agency have accepted and signed the funding arrangement. We are not responsible for any expenditure you incur, and cannot make any payments, until a grant arrangement is executed.

You will have 14 days from the date of a written offer to have an appropriate business unit delegate execute this arrangement. During this time, we will work with you to finalise details.

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

Where there is underspend of grant funds allocated, or where funds are found to have been used for a different purpose than the approved activity, the relevant agency will require reimbursement of funds from the relevant project team.

8.2. Project specific legislation, policies, and industry standards*

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

8.3. How the grant is paid

The grant arrangement will stipulate the terms and conditions of how grant funding will be paid:

- the amount of grant that will be paid
- when grant instalments will be paid, required milestones and deliverables
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make, if relevant
- any financial contribution provided by you or a third party, if relevant.

Grant payment will be made according to an agreed schedule set out in the grant arrangement. Payments are subject to demonstrating satisfactory progress on the project via reporting.

9. Announcement of grants

Notification of awarded projects will be sent to:

- Singapore – the Host Institution of the Lead Principal Investigator and copied to other research partners
- Australia – Business unit/sponsoring institute

We may publish non-sensitive details of successful projects on csiro.au and a-star.edu.sg.

This information may include:

- names of industry partner organisations
- title of the project

- description of the project and its aims
- names of principal investigators
- amount of grant funding awarded
- project location/s

10. How we monitor your grant activity

10.1. Keeping us informed

You should let us know if anything is likely to affect your project or industry partner organisations.

We need to know of any key changes to your project team or activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- principal investigators
- project partners
- Host and partner institutes

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

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

Please note that there may be variations to the grant, for which grantor approval must be sought. You may refer to section 10.5 below for more details.

10.2. Reporting

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

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

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. You must discuss any project or milestone reporting delays with the relevant agency as soon as you become aware of them. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Subject to the terms and conditions of the funding offered, funding may be withheld until required reports have been received and assessed as satisfactory.

10.3. Ad-hoc reports

We may ask you for ad-hoc reports and information about your project. This may be for input into marketing and promotion communications materials, or to provide input into evaluation or mandatory program reporting obligations.

10.4. Grant acknowledgement and communications

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

‘This research/project is supported by the Agency for Science, Technology and Research (A*STAR) and the Commonwealth Scientific and Industrial Research Organisation Agency (CSIRO) under the Singapore-Australia Bilateral Programme on ‘CSIRO - A*STAR Research-Industry (2+2) Partnership Program’ (Award <Singapore Project No.>/<Australia Project No.>, if applicable)’

Where applicable, both Australia- and Singapore-based institutions must include the following disclaimer in all published materials (includes publications, websites, materials, case studies, reports etc.) arising from the Research:

“Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not reflect the views of the A*STAR and CSIRO.”

10.5. Grant variations

Singapore-based participants must adhere to the conditions stated in the A*STAR Terms & Conditions and guidelines.

Any amendments, deviations or anticipated problems which may materially affect the scope, nature, direction, or purpose of either the Singapore-based or Australia-based component of the Research should be reported without delay to the relevant implementing agency (A*STAR or CSIRO). In these circumstances (only applicable to Australia-based applicants), you may request a variation to your grant agreement, including but not limited to:

- changing project milestones
- extending the timeframe for completing the project but project duration must keep within a maximum two-year period

- changing project activities
- changes to project budgets
- changing milestone achievement to a different financial year due to delay in the project

You can submit a variation request directly to the relevant implementing agency (CSIRO or A*STAR) that you have a grant arrangement with. The outcome of the variation request will be dependent on factors such as but not limited to:

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

If you are unsure of who the specific agency contact is, please contact

For Australia-based applicants: 2plus2@csiro.au or

For Singapore-based applicants: oga_bilats@hq.a-star.edu.sg

10.6. Grant termination

Funding under the program may be terminated early for a variety of reasons including (but not limited to):

- by consensus agreement between the recipient and Program Delegate/s
- for failure to comply with the grant agreement.

Under some circumstances, terminated funding may be transferrable to a new recipient. Grantees should contact their specific agency contact (CSIRO for Australia-based teams and A*STAR for Singapore-based teams) to discuss this.

11. Probity

We will make sure that the grant opportunity process is fair, according to the guidelines, incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

These guidelines may be changed from time-to-time by CSIRO and A*STAR. When this happens, the revised guidelines will be published on csiro.au and a-star.edu.sg web pages. CSIRO and A*STAR are committed to conducting the affairs of both organisations with integrity and in the national interests consistent with the functions of each agency.

11.1. Conflicts of interest*

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

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

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

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

11.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 11.2.1, or
- personal information as per 11.2.3 and 11.2.4,

we may share the information with other Singaporean and Australian government agencies for a relevant government purpose such as:

- to improve the effective administration, monitoring and evaluation of programs
- for research
- to announce the awarding of grants.

11.2.1. How we handle your confidential information

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

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

11.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and to A*STAR and CSIRO personnel, contractors and third-party providers, to help us manage the programme effectively.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

11.2.3. How A*STAR uses your personal information

All personal information is treated in confidence. The information furnished to the A*STAR Group and CSIRO is with the understanding that it shall be used or disclosed for evaluation, reference and reporting purposes specific to the 'CSIRO - A*STAR

Research-Industry (2+2) Partnership Program'. To find more about how the A*STAR Group uses your personal data, please refer to our privacy statement at <https://www.a-star.edu.sg/privacy-statement>.

11.2.4. How CSIRO use your personal information

CSIRO must treat your personal information according to the [Australian Privacy Principles \(APPs\) and the Privacy Act 1988 \(Cth\)](#). This includes letting you know:

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

CSIRO may give the personal information we collect from you to our personnel and contractors, the committee, and other third-party providers, so we can:

- manage the programme
- research, assess, monitor and analyse our programmes and activities.

CSIRO may:

- announce the names of successful applicants to the public
- publish personal information on its website.

CSIRO will handle all personal information collected in accordance with CSIRO's Privacy Policy, which is available online at <https://www.csiro.au/en/About/Access-to-information/Privacy>. This Privacy Policy contains general information about:

- what is personal information
- how we collect, use, disclose and store your personal information

12. Glossary

Term	Definition
Administering entity	The entities that are responsible for the administration of part or all the grant administration processes.
Application form	The document issued by the CSIRO-A*STAR Research-Industry (2+2) Partnership program that applicants use to apply for funding under the program.
Assessment criteria	Also referred to as selection criteria. This is the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Project partner (partner)	Also referred to as industry partner. This means any company, institution, incorporated body - or other industry or academic collaborator, which is not an institution or an investigator but is to be engaged as a collaborator in the project.
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	<p>The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is the Australian Government's national science agency.</p> <p>CSIRO is constituted and operates under the Science and Industry Research Act 1949 (SIR Act) and is responsible and accountable to the Commonwealth of Australia.</p>
Contributions	Means any intellectual, inventive, cash or in-kind contributions such as manpower, equipment, facilities, resources, or information made or to be made by any party for a partnership project in accordance with the relevant funding arrangement.
Decision maker	Also referred to as the Program Delegate/s. The person/people who makes a decision to award a grant.

Deliverables	This means the specific goods, services, reports, data, and information specified to be a deliverable in the relevant Research Project.
Eligible application	An application or proposal for grant funding under the program that CSIRO-A*STAR program teams – under approval of the Program Delegates - have determined is eligible for assessment in accordance with these guidelines.
Eligibility criteria	This is the mandatory criteria which must be met in order to be considered under the selection criteria. Both eligibility and selection criteria apply in order to qualify for a grant.
Eligible and ineligible expenditure	The expenditure incurred by a grantee on a project, and which is eligible or not for support as set out in section 5.2.
Field of research	Is one of the following four thematic areas: food and health digital and environment advanced manufacturing and future materials low emission technologies and circular economy solutions
Grant arrangement	A legally binding agreement between the CSIRO or A*STAR partnership program team and the applicant CSIRO and A*STAR and/or Singapore based Principal Investigator / Co-Investigator project team for the grant funding.
Grant funding or grant funds	The funding made available by CSIRO or A*STAR to grantees under the program.
Grantee	The recipient of grant funding under a grant arrangement.
Guidelines	Guidelines that provide the framework for the administration of the program, as in force from time to time.
Industry Partners	Refers to one or more Singapore-based and one or more Australian-based industry collaborators that are participants in a Research Project that is a CSIRO - A*STAR / Singapore based Research Institute-Industry (2+2) Partnership project. May also be referred to as Project Partners.

Intellectual Property Rights	<p>This means all Know-how and intellectual property rights (including patents, copyrights, designs, trade secrets, rights in confidential information, mask-works, and semi-conductor lay-out designs) worldwide arising under statutory or common law, and whether or not perfected.</p> <p>Note – it's expected that background IP is unencumbered.</p>
Non-income-tax-exempt (Australian term only)	<p>Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).</p>
Personal information	<p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <p>whether the information or opinion is true or not; and</p> <p>whether the information or opinion is recorded in a material form or not.</p>
Program Delegate/s	<p>Senior program officials within CSIRO and A*STAR with financial delegation responsibility for administering the program.</p>
Program funding or Program funds	<p>The funding made available by CSIRO and A*STAR to successful project teams under the program.</p>
Project	<p>A project described in an application for grant funding under the program.</p>
Research	<p>Research comprises creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications (source: OECD Frascati Manual 2015 Guidelines for Collecting and Reporting Data on Research and Experimental Development).</p> <p>Research covers three activities:</p> <ol style="list-style-type: none"> 1. Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

	<p>2. Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.</p> <p>3. Experimental Development is systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed. The primary objective is to make further technical improvements on the product or process.</p>
Singapore-based Research Institute	Public research institutes in Singapore, which do not participate in security or defence-related research

Appendix A –Eligible Expenditure for CSIRO applicants

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [confluence page](#) before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

A.1. How we verify eligible expenditure

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

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

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

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

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

A.2. Hired/leased plant

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

A.3. Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure.

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

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

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

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

A.4. Labour on-costs and administrative overhead

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

You should calculate eligible salary costs using the formula below:

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

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

Evidence you will need to provide can include:

details of all personnel working on the project, including name, title, function, time spent on the project and salary

ATO payment summaries, pay slips and employment contracts.

A.5. Contract expenditure

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

- another organisation
- an individual who is not an employee but engaged under a separate contract.
- All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:
 - the nature of the work they perform
 - the applicable fees, charges and other costs payable.
- Invoices from contractors must contain:
 - a detailed description of the nature of the work
 - the hours and hourly rates involved
 - any specific plant expenses paid.

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

We will require evidence of contractor expenditure that may include:

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

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

A.6. Travel and overseas expenditure

- Eligible travel and overseas expenditure may include domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.
- Overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible

expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

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

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

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

Eligible overseas activities expenditure is generally limited to AUD12000 total eligible expenditure.

A.7. Other eligible expenditure

Other eligible expenditures for the project may include:

- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process.
- staff training that directly supports the achievement of project outcomes
- attendance at relevant conferences, workshops, symposia in order to communicate research translation outcomes
- marketing activities limited to directly communicating research translation outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

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

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

Appendix B – Ineligible Expenditure for CSIRO applicants

This section provides guidance on what we consider ineligible expenditure. [We may update this guidance from time to time; check you are referring to the most current version from the [confluence page](#) before preparing your application.]

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

Examples of ineligible expenditure include:

- airline memberships
- internal meetings
- journal subscriptions
- computing hardware and mobile devices such as phones, iPads, and tablets
- general office supplies including whiteboards, whiteboard markers, stationery
- salary backfilling arrangements
- equipment or consumables that are deemed to be for general use
- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must affect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land

- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- site preparation activities which are not directly related to, or for, the main purpose of transitioning to higher value and/or niche manufacturing
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs that exceed AUD 12000 except where otherwise approved by the Program Delegate.

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

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

Appendix C – Ineligible Expenditure for Singapore applicants

This section provides guidance on what we consider ineligible expenditure.

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

Examples of ineligible expenditure include:

Type of Expenses	Description
Salaries of Lead PI / Investigators / Visiting Professors & researchers/ Collaborators/ general administrative support staff	Not allowable.
Teaching buy outs	Not allowable for the hiring of substitutes to perform the Investigators' teaching duties.
Stipend top-up for existing post-graduate scholarship holders	Not allowable.
Undergraduate stipend and tuition support	Not allowable.
Costs related to general administration and management.	Not allowable.
Costs of office or laboratory space	Not allowable.
Personal productivity tools & communication expenses	Not allowable, unless the use of mobile phones and other forms of smart devices were included in the methodology for the Research.
Audit fees (Internal and external audit) and Legal fees	Not allowable.
Entertainment	Not allowable.
Refreshment	Not allowable.
Fines and Penalties	Not allowable.

Patent Application	Not allowable. This includes patent application filing, maintenance and other related costs.
Professional Membership Fees	Not allowable.
Staff retreat and team building activities.	Not allowable.

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

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