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Singapore-Australia Bilateral Programme on
“Innovations in Food for Sustainability”

Call for Proposals 2024

Grant Opportunity Guidelines

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| Application opening date: | 8 April 2024  |
| Application closing date and time: | 31 May 2024 8:00pm (Australian Eastern Daylight Saving Time) 5:00pm (Singapore Standard Time)Please take account of time zone differences when submitting your application. |
| Implementing Agencies: | Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Agency for Science, Research and Technology (A\*STAR) |
| Enquiries: | Please direct further queries to:Singapore-based applicants: A-STAR\_FNCC@hq.a-star.edu.sg Australia-based applicants: IF4S@csiro.au  |
| Date guidelines released: | 8 April 2024  |
| Grant webpage  | A\*STAR: [A\*STAR Funding Opportunities Webpage](https://www.a-star.edu.sg/Research/funding-opportunities) CSIRO: [CSIRO confluence page](https://confluence.csiro.au/display/ASEAN/Apply%2Bfor%2Bthe%2BInnovation%2Bin%2BFood%2Bfor%2BSustainability%2Bprogram)Information relating to this grant call and all application materials can be found on A\*STAR’s and CSIRO’s respective grant webpage.  |

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# About the grant programme

## Programme Overview & Priority Areas

The Agency for Science, Technology and Research (A\*STAR), Singapore and Commonwealth Scientific and Industrial Research Organisation (CSIRO), Australia jointly announce the Singapore-Australia Bilateral Programme on “Innovations in Food for Sustainability” Call for Proposals.

Building on the momentum of the previous Singapore-Australia Bilateral Programme on “Innovations in Food for Precision Health”, this current programme aims to promote research collaboration between Singapore and Australia on “Innovations in Food for Sustainability” to develop opportunities and individual research projects in the following four thematic areas identified as priority areas:

* Production of new or novel ingredients: Fractionation and/or Precision Fermentation
* Nutrition and Health
* Consumer acceptance of Complementary Protein/Novel Foods
* Food Side Stream/Waste Valorisation

## Programme Objectives

The programme aims to support research teams to:

* Develop new or novel ingredients to enable sustainable food production via fractionation and/or precision fermentation to help accelerate delivery to market;
* Gain a greater understanding of the nutritional profiles of novel foods and identify and implement strategies to develop nutritionally balanced products, which may include hybrid and blended products, and facilitate consumer acceptance (e.g., addressing communicating innovation, risks and health benefits of novel foods and innovative technologies to consumers);
* Value add to by-products through food side stream/ waste valorisation and develop value added opportunities for industry;
* Engage with industry, government, community and other R&D organisations to achieve greater impact.

## About this Document

This document sets out:

* the eligibility and selection criteria for individual projects, 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 of the participants for this programme

CSIRO and A\*STAR are jointly responsible for administering this grant opportunity. The defined key terms used in these guidelines are listed in the glossary at section 12.

There are additional clauses pertaining specifically to Australia-based applicants which will be stated in 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 grant confluence page for compliance. This applies to sections: \*3.2, \*3.3, \*7.2, \*9.1, \*9.2, \*10.1.

# Grant amount and grant period

There is up to SGD $2 million and AUD $2 million available under the partnership grant opportunity.

There is up to AUD 500,000 per project (for Australian-based applicants) and SGD 500,000 funding per project (inclusive of 30% indirect costs for Singapore-based applicants) available under this grant opportunity, granted to successful applicants. An example of the grant allocation for successfully awarded research projects is detailed in Table 1.

Projects can be up to 24 months in duration starting from the project commencement date. Any request for extension resulting in the final project duration that exceeds 24 months will not be accepted. You must aim to complete your project within the maximum time period as per the terms of the grant arrangement.

Table 1: Example of the grant allocation by CSIRO and A\*STAR for an awarded research project.

|  |  |  |
| --- | --- | --- |
| Project team A | AUD Grant (CSIRO) | SGD Grant (A\*STAR) |
| CSIRO researchers | AUD $500,000  |  |
| Singapore-based researchers |  | SGD $500,000  |
| **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.

# Eligibility and selection criteria

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

## Who is eligible?

To be eligible for grant funding you must propose a joint research project that includes the following:

* a CSIRO Principal Investigator
* a Singapore-based Principal Investigator holding a primary appointment of at least 75% in a local publicly funded institution and salaried by the institution[[1]](#footnote-1).

In addition, your project must focus on at least one of the priority areas identified in Section 1.1, and address at least one of the objectives outlined in Section 1.2 of this document.

## Who is not eligible?\*

You are not eligible to apply if you:

* Are from an organisation other than either 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 required parties, as detailed in section 3.1.
* are not focusing a project on one or more of the listed priority areas in section 1.1.

Collaboration with industry partner(s) is optional but strongly encouraged. Australia-based industry collaborators are not eligible to receive funding directly and indirectly. Singapore-based collaborators are not eligible to receive funding directly and indirectly unless specifically provided for in the grant and approved by Grantor.

## Selection Criteria\*

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

* **Alignment (fits with bilateral initiative intent) – 20% weighting**
* **Excellence (science and team synergy) – 40% weighting**
* **Path to impact (benefit and outcomes) – 40% weighting**

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

In addition to the selection criteria, the panel will consider your application on its merits, based on:

* Level of synergy of the proposed research to the collective set of activities
* The abilities of the researchers
* 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

# 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. We may update the guidelines on eligible and ineligible expenditure and activities from time to time.

## Eligible activities

Eligible expenditure must be focused 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)
* exchanges and secondments of personnel between Australia and Singapore for project activities
* new research–related information sharing, and communication initiatives related to testing of the project activities
* conferences, workshops, symposia related to the research.
* other direct research costs

## Eligible & ineligible expenditure

For guidance on eligible expenditure, refer to Appendix A (for Australia-based applicants).

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

We may update the guidance on eligible and ineligible expenditure from time to time, and this will be notified to the applicants.

# How to apply

To apply, one appointed member (either based in Australia or Singapore) will submit **ALL** the following application materials in PDF format on behalf of all research team members via A-STAR\_FNCC@hq.a-star.edu.sg:

|  |  |
| --- | --- |
| S/N | Application Materials |
| 1 | Application form in Appendix D. A copy is also made available on A\*STAR and CSIRO’s respective website.*Note: The form should be endorsed by the relevant Business Unit leader (Australia-based applicants) / respective Host Institution (Singapore-based applicants).* |
| 2 | Letters of support from all industry partners (if applicable) indicating the following information:* All members of the proposed group
* Any funding and/or in-kind contributions
* the roles/responsibilities the project partner will undertake, and the resources it will contribute
* details of a nominated contact officer at the company’s management level
 |
| 3 | [OPTIONAL] You are also permitted to provide **up to five** additional attachments as evidence that supports selection criteria responses (where applicable).  |

Only complete project proposals are accepted for review, evaluation and assessment for award. Proposals must attempt to fully disclose the research ideas and approaches. It is important that proposals are well-drafted and provide substantial description of the research plan for a fair review of the scientific and/or technical plans and approaches. Proprietary or confidential information must be clearly indicated in the proposals. Proposals must not be duplicative or substantially similar to any previous project or proposal submission.

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, please write in to A-STAR\_FNCC@hq.a-star.edu.sg and update no later than 3 days from the grant closing date.

## Timeline of grant opportunity

You must submit an application between the opening and closing dates stipulated at the start of this document. Any late applications will strictly not be accepted.

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

Table 2: Estimated timeframe for this grant opportunity

|  |  |
| --- | --- |
| Activity | Estimated Timeframe |
| Application opening period | 8 April – 31 May 2024 (Seven weeks) |
| Assessment of applications | June - July 2024  |
| Outcome of applications | July 2024  |
| Approval of Award | Early September 2024 |
| Project commencement  | 16 September 2024  |

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

# The proposal selection and award process

Your application will initially be reviewed against the eligibility criteria. If eligible, the Joint Steering Committee appointed by CSIRO and A\*STAR will then assess it against the selection criteria before deciding the proposals to be funded.

* CSIRO and A\*STAR may seek additional information to justify, elaborate or clarify aspects of the research approach described in the Application Form during the review process.

The Joint Steering Committee 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

All appeals will not be accepted, and we cannot reveal decisions about the merits of your application.

Please note that approval of the grant is subject to ethics approval, where and when applicable.

# Post award process

## CSIRO and A\*STAR grant arrangements

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

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

For each awarded project, CSIRO and A\*STAR will each manage the grant arrangement directly with the teams based in Australia and Singapore, respectively. For Singapore-based applicants, the project will be managed through the iGrants System.

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.

The offer may lapse if both teams do not sign the grant arrangement within the stipulated deadline in the grant arrangement. 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 Joint Steering Committee.

## Project specific legislation, policies, and industry standards\*

Australia-based and Singapore-based applicants must comply with all relevant laws, statues, regulations, by-laws, rules, guidelines and requirements by the Australian and Singaporean Government respectively, which may be amended or varied from time to time, in undertaking your project. It is a condition of the grant funding that you meet these requirements. We may include these requirements in your grant agreement.

# 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](https://www.csiro.au/) and [a-star.edu.sg](https://www.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

# How we monitor your grant activity

## Notification of Changes/Variations to the Research\*

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 A\*STAR or CSIRO, respectively. In these circumstances, 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.

## Reporting Requirements\*

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

To monitor the progress of the awarded projects, the **Singapore-based** Lead Principal Investigator will be required to submit a joint annual report and a joint final report[[2]](#footnote-2) on behalf of all research team members (including Australian grantees) via the iGrants website (<https://igrants-ia-app.a-star.edu.sg/>); :

|  |  |
| --- | --- |
| Type of Review  | Period |
| Annual Report | Within two (2) months from the end of the Financial Year (by 31 May).  |
| Final Report  | Within three (3) months from the end of Funding Period |

**Additional reporting requirements:**

Only for **Australia-based** research teams to comply and submit to **IF4S@csiro.au**, with inputs from Singapore-based research teams.

|  |  |
| --- | --- |
| Type of Review  | Period |
| 6-month report  | Within six (6) months from project commencement and subsequent six (6) months till end of program. |

Only for **Singapore-based** research teams to comply and submit via iGrants:

|  |  |
| --- | --- |
| Type of Review  | Period |
| Final Claim/ Statement of Account | Within six (6) months from the end of Funding Period |

CSIRO and A\*STAR will remind the research team of their reporting obligations before a report is due. Late submissions of progress reports will lead to suspension of fund disbursement/ termination of the allotted funding/debarring of Lead Principal Investigators.

Occasionally we may also need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 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 programme reporting obligations.

## Grant acknowledgement guidelines

In any public communication or published materials[[3]](#footnote-3) based on or developed under the Research, you must acknowledge the Grantor for its Funding support using the following acknowledgment statement:

‘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 ‘Innovations in Food for Sustainability’ (Award
*<Singapore Project No.>/<Australia Project No.>, if applicable*)[[4]](#footnote-4)’

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.”

## Grant termination

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

* by consensus agreement between the recipient, Business Unit (for Australia partners) /Host Institutions (for Singapore partners) (if relevant) and implementing agencies (CSIRO and A\*STAR) and;
* for failure to comply with the grant agreement.

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

# 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](https://www.csiro.au/) and [A\*STAR’s grant](https://www.a-star.edu.sg/Research/funding-opportunities) web pages.

## Conflicts of interest\*

Any conflicts of interest could affect the performance of the programme. 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 programme.

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.

## How we use your information

Unless the information you provide to us is:

* confidential information as per 10.2.1, or
* personal information as per 10.2.3 and 10.2.4,

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.

### 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.

### When we may disclose confidential information

We may disclose confidential information:

* to the committee and to A\*STAR and CSIRO personnel 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

### 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 ‘Innovations in Food for Sustainability’ programme. 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>.

### 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
* how you can access and correct your personal information.

# Terms and Conditions

The national regulations and grants terms and conditions of each funding country and implementing agency (A\*STAR and CSIRO) shall be complied with.

# Glossary

|  |  |
| --- | --- |
| Term | Definition |
| Agency for Science, Technology and Research (A\*STAR) | The Agency for Science, Technology and Research (A\*STAR) is Singapore's lead public sector agency that spearheads economic oriented research to advance scientific discovery and develop innovative technology. Through open innovation, we collaborate with our partners in both the public and private sectors to benefit society. |
| Implementing agency | The entities that are responsible for the administration of part or all the grant administration processes. |
| Application form | The document that applicants use to apply for funding under the CSIRO-A\*STAR “Innovations in Food for Sustainability” programme |
| Selection criteria | This is the specified principles or standards, against which applications will be judged, as listed in Section 3.3. 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  | 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) | The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is the Australian Government’s national science agency.CSIRO is constituted and operates under the [*Science and Industry Research Act 1949*](http://www.comlaw.gov.au/Details/C2011C00647) (SIR Act) and is responsible and accountable to the Commonwealth of Australia. |
| 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. |
| 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 programme that CSIRO-A\*STAR– under approval of the Joint Steering Committee - 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. |
| Grant arrangement | A legally binding agreement between the CSIRO or A\*STAR partnership programme team and the applicant CSIRO and Singapore-based project team for the grant funding. |
| Grant funding or grant funds | The funding made available by CSIRO or A\*STAR to grantees under the programme. |
| Grantee | The recipient of grant funding under a grant arrangement. |
| Guidelines | Guidelines that provide the framework for the administration of the programme, as in force from time to time. |
| Non-income-tax-exempt (Australian term only) | Not exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997* (Cth) or under Division 1AB of Part III of the *Income Tax Assessment Act 1936* (Cth). |
| Project | A project described in an application for grant funding under the programme. |

1. Eligible Expenditure (for Australia-based 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 [CSIRO's confluence page](https://confluence.csiro.au/display/Apply%2Bfor%2Bthe%2Binnovation%2Bin%2Bfood%2Bfor%2Bsustainability%2Bprogram) before preparing your application.

The Joint Steering Committee 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.
	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.

* 1. 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.

* 1. Labour expenditure (applicable to Australian teams only)

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.

* 1. Labour on-costs and administrative overhead (applicable to Australian teams only)

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:



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.
	1. 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.

* 1. 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 programme 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 of total eligible expenditure.

* 1. 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

Other specific expenditures may be eligible as per approved in the grant arrangement.

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

1. Ineligible Expenditure for CSIRO applicants

This section provides guidance on what we consider ineligible expenditure. [We may update this guidance from time to time.]

The Joint Steering Committee 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 AUD12000 except where otherwise approved by the Joint Steering Committee.

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 programme.

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

1. Non-fundable Direct Cost Items (for Singapore-based applicants)

This section provides guidance on the list of non-fundable direct cost items for Singapore-based applicants. As we may update this list from time to time, please check if you are referring to the most updated version on [A\*STAR's Funding Opportunities webpage](https://www.a-star.edu.sg/Research/funding-opportunities%20) before preparing your application.

|  |  |
| --- | --- |
| Type of Expenses | Description |
| Salaries of Lead PI / Investigators / Visiting Professors & researchers/ Collaborators/ general administrative support staff | Not allowable unless specifically provided for in the grant and approved by Grantor |
| 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 unless specifically provided for in the grant and approved by Grantor. This includes common office equipment, such as furniture and fittings, office software, photocopiers, scanners and office supplies. |
| Costs of office or laboratory space | Not allowable unless specifically provided for in the grant and approved by Grantor. This includes renovation/outfitting costs, rent or depreciation of buildings and equipment, and related expenditures such as water, electricity, waste disposal and building/facilities maintenance charges. |
| 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, unless this is related to a hosted conference or workshop, specifically approved by the Grantor for the Research. |
| 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. |

Grantor reserves the rights to reject any claims that have resulted from changes to Research without prior approval from Grantor and items found not to be fundable, not necessary, not reasonable, not relevant or not used for the Research.

1. Application Form

Please use the attached Word document form to submit your application for this joint grant call:



The form can also be found on A\*STAR’s and CSIRO’s respective grant webpage:

A\*STAR: [A\*STAR Funding Opportunities Webpage](https://www.a-star.edu.sg/Research/funding-opportunities)

CSIRO: [CSIRO confluence page](https://confluence.csiro.au/display/ASEAN/Apply%2Bfor%2Bthe%2BInnovation%2Bin%2BFood%2Bfor%2BSustainability%2Bprogram)

1. Eligible Singapore-based public sector research performers include the Institutes of Higher Learning (including universities and polytechnics), A\*STAR Research Institutes, and non-defence related public sector agencies (e.g., Ministries, Statutory Boards). For applications to A\*STAR, proposals must be submitted with the appropriate endorsement by the respective Host Institution (by the Chief Executive Director, Executive Director, the Director of Research or equivalent) to ensure that organizational support is clearly associated with the proposed research plan. [↑](#footnote-ref-1)
2. The Mid-Term Report and Final Report must be endorsed by the Heads and Lead Principal Investigators of the Singapore-based and Australia-based Host Institutions to ensure that mutual agreement of all parties is clearly associated with the information reported. [↑](#footnote-ref-2)
3. Public communication refers to media releases, interviews, speeches, video or any other media materials. Published materlas include scientific publications, books, journals, articles, newsletters, brochures, posters, websites, conference materials, case studies and reports. [↑](#footnote-ref-3)
4. This shall be based on the grant award reference number, as indicated in the Letter of Award. [↑](#footnote-ref-4)