



Australian Government
Department of Education

Australia's Economic Accelerator Program

2023 Stage 2 (INNOVATE) Guidelines





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1. Australia's Economic Accelerator Program Stage 2 (INNOVATE) processes

Australia's Economic Accelerator (AEA) is designed to achieve Australian Government objectives

This competitive grant opportunity is part of the AEA program which contributes to the Department of Education's **Outcome 2: Promote growth in economic productivity and social wellbeing through access to quality higher education, international education, and international quality research.**

Grants awarded under Stage 2 of the Program are for collaborations between University research teams and industry, to advance projects (whose proof of concept has been established) further towards commercialisation. This includes demonstration of proof-of-scale by developing and testing prototypes of new products, processes or software.

If your project is currently at an earlier phase of technological/commercial readiness, you should consider applying for an AEA Stage 1 (IGNITE) grant instead.



The grant opportunity opens

We publish the grant guidelines on our [website](#).



You (the Lead Organisation) submit an Expression of Interest

You develop a short pitch about your idea and submit to the AEA online through the Department's Research Management System (RMS).

AEA staff will contact you to establish your eligibility, and to assist in developing your idea.



You (the Lead Organisation) complete and submit a grant application

You complete the application, addressing all the eligibility and assessment criteria in order for your application to be considered. Proposals are submitted online



We assess eligible proposals

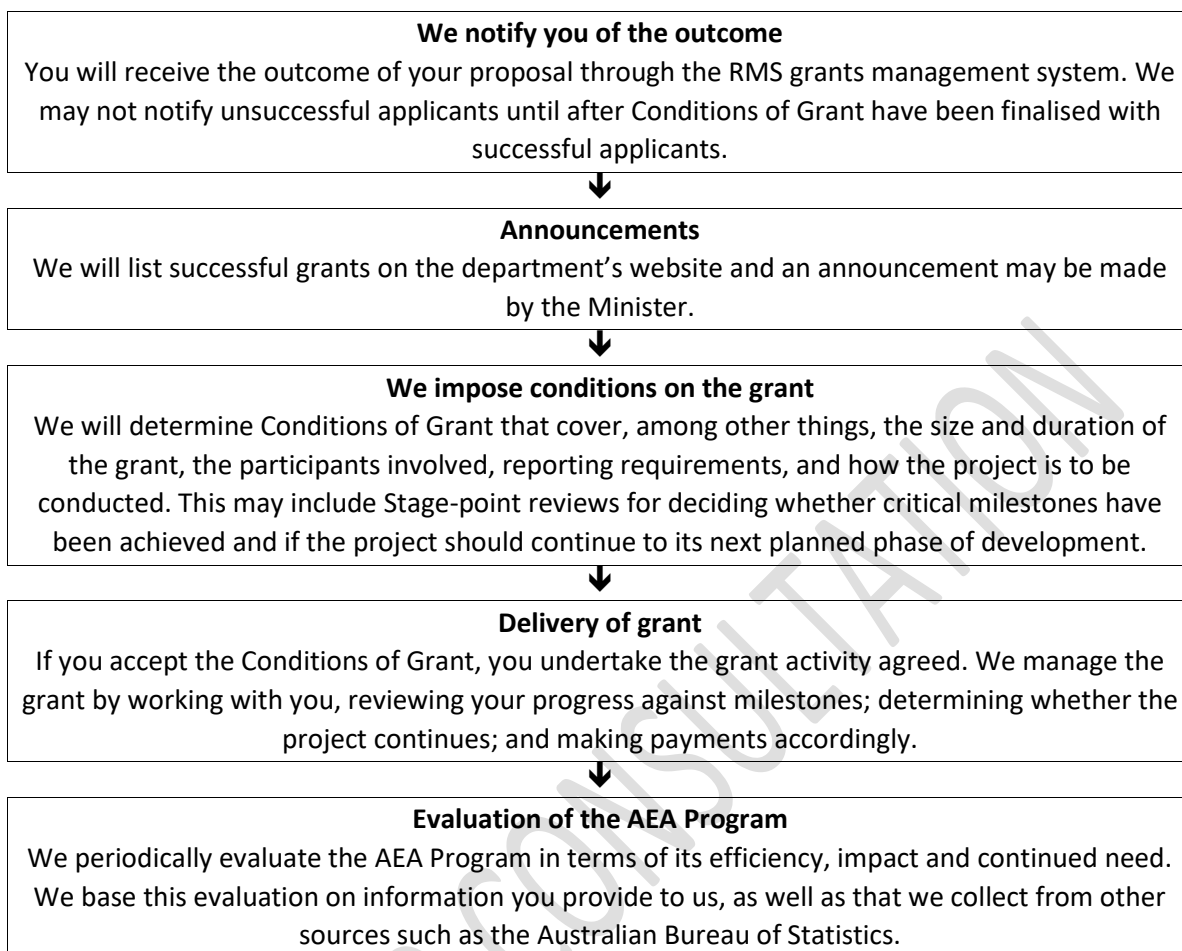
The Department, its **Priority Managers** and Expert Advisers, and the **AEA Advisory Board** assess eligible applications against the selection criteria. You will be notified if your application is not eligible. The assessment will include an overall consideration of value with relevant money in comparison with other applications.



Grant decisions are made

The Advisory Board makes recommendations and the Department's **Program Delegate** decides which proposals are successful, and the level of funding and duration of funding for each approved project, considering public governance and accountability requirements.





2. About the grant program

The AEA is a legislated program under the *Higher Education Support Amendment (Australia's Economic Accelerator) Act, 2023*.

The Program supports collaboration between University research teams and industry, to take research results closer to commercial reality. It is administered by the Department of Education and will focus on university-led projects with commercial potential, and which address at least one of the national priority areas identified for the Australian Government's **National Reconstruction Fund**¹. These comprise:

- Value-add in Resources
- Value-add in the agriculture, forestry and fisheries sectors
- Transport
- Medical science
- Renewables and low emissions technology

¹ Australian Department of Industry, Science and Resources, '*National Reconstruction Fund: diversifying and transforming Australia's industry and economy*' [online]. Available from [National Reconstruction Fund: diversifying and transforming Australia's industry and economy | Department of Industry, Science and Resources](#) [Accessed 24 January 2023].

- Defence capability;
- Enabling capabilities such as data science, AI and robotics .

The AEA is different from most university research grant schemes. It is exclusively targeted at the experimental development end of the research and development spectrum. The program is designed to shift the R&D dial by supporting translation and commercialisation of our world-class university research.

The focus on innovation implies that each project's outcomes will be uncertain, and projects will necessarily involve a higher level of risk than most other research activities. In recognition of this inherent risk, the AEA is designed on a "fast-fail" model. This means that each project plan will clearly identify risks uncertainties, and how they will be managed. The plan must provide key milestones to be reached at specific decision points, or stage-gates, as the project progresses. At each stage-gate, technical progress is reviewed, and the continuing commercial rationale for the project is revalidated. A decision is then made as to whether the project continues as planned; whether a different technical approach is adopted; or, if it becomes clear that there is a fundamental flaw with the concept, or the identified market opportunity is no longer open, the project will come to an early close.

Participants of a project which "failed" in this sense would then be able to re-direct resources to other innovative activities. Unexpended AEA grant funds would be applied to new grants.

The AEA program has two streams: IGNITE and INNOVATE.

IGNITE supports early-stage research commercialisation through competitive grants of up to \$500,000, over up to 12 months, for universities to complete laboratory testing to establish "Proof-of-Concept". This is the point at which basic research is complete, and testing has verified the concept, process, or candidate drug, at the laboratory scale.

INNOVATE covers mid-stage research commercialisation grants of up and up to \$5 million for universities, for a period of up to in partnership with businesses, to build prototypes and pilot systems (Stage 2 or "Proof-of-Scale"), over a project lasting up to 24 months. This is the point at which a prototype has been demonstrated to work, at a pre-commercial scale, in an operational environment.

These Guidelines cover the INNOVATE stream.

Defined Terms used in these Guidelines are listed in the **Glossary**.

2.1 Program objectives

The objectives of the AEA Program are to:

- support research teams in Australian universities to bridge, in close collaboration with industry partners, the "valley of death" between basic research and commercial outcomes
- support university-based experimental development projects with high potential for economic impacts in designated national priority areas
- boost the capability of higher education providers and their research teams to conduct research with high commercial potential

- foster a culture of collaboration between universities and industry, including greater job mobility and career development opportunities within both sectors.

2.2 Program outcomes

The AEA Program is expected to realise the following outcomes.

Short-to-medium term:

- increased confidence in the university and industry sectors to collaborate and invest in research and development, and commercialisation
- an increased uptake in applied research pathways and career opportunities, with researchers gaining commercial and entrepreneurial skills in addition to building strong commercial and industry relationships
- increased numbers of research projects proceeding towards commercialisation
- increased job mobility between the universities and the private sector.

Medium-to-long term:

- an uplift in commercial outputs from Australian university research, increasing our sovereign capability
- increased collaboration between the universities and industry, leading to better-targeted innovation
- increased business investment in research and development, and competitiveness in the identified priority areas
- an Australian economy which is stronger, more complex, and more resilient.

2.3 About the AEA Stage 2 (INNOVATE) grant opportunity

Successful projects will be selected through a competitive grants process. Applicants will be required, among other things, to provide a detailed business plan which clearly articulate the commercial potential of the project, the extent of business involvement in developing the proposal, and the resources that the applicant and their business collaborators will be investing.

For the 2023-2024 Financial Year, approximately \$99 million is expected to be made available as AEA INNOVATE grants. The maximum amount for each grant is \$5 million. The grant amount will be no more than 50 per cent of the eligible project costs as detailed in the application. INNOVATE projects will have a maximum duration of 24 months, from the signing of a grant agreement until completion.

Experts in research commercialisation who are familiar with a range of priority areas (**Priority Managers**) will be recruited by the department to assist applicants develop their proposals, and to help the AEA Advisory Board and Delegate in assessing and ranking applications.

The final decision on which grants are awarded, and under what conditions, will be taken by the **Program Delegate**.

Funding awarded under this program is eligible for inclusion as research income in the Higher Education Research Data Collection.

2.4 Important dates

Subject to passage of relevant AEA Legislation, applications for INNOVATE funding will be open from approximately [Day Month Year].

3. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria. We cannot waive the eligibility criteria under any circumstances. The **Program Delegate** makes the final decision about whether an application meets the eligibility criteria and decisions will not be reviewed.

3.1 Who is eligible to apply for a grant?

Table A and Table B institutions listed in the *Higher Education Support Act 2003* (HESA) are eligible to apply for an INNOVATE grant.

3.2 Lead Organisations and Collaborating Organisations

The organisation that submits the application is the **Lead Organisation**. The **Program Delegate** will only approve grants to, and impose grant conditions on, the **Lead Organisation**. Any other organisations named on the application will be a **Collaborating Organisation**.

The Lead Organisation and any Collaborating Organisations must contribute resources to their project. We treat proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount

3.3 Business Partner Organisations

Business Partner Organisations are a vital component for the AEA Program. Partner Organisations are involved at every stage of an AEA INNOVATE project. They help guide the commercialisation path to be taken, and may play the lead role in market analysis and prototype development.

Business Partner Organisations need not commit to the full duration of an INNOVATE grant, but can define their role in terms of a fixed shorter period related to a defined milestone.

Business Partner Organisations must contribute resources to their project. We treat proposed cash and in-kind contributions equally for the purposes of calculating the maximum grant amount.

Each Business Partner Organisation must:

- be an Australian business entity that is a corporation; a company proprietary limited; or a non-profit organisation;
- Complete a declaration form in the template provide at Appendix C.

A Business Partner Organisation cannot be a controlled entity if any Lead or Collaborating Organisation.

3.4 Additional eligibility requirements

An application must have a Lead Organisation and at least one business Partner Organisation.

The Lead Organisation, Collaborating Organisations (if any) and the Business Partner Organisations must collectively commit to at least match (in cash and/or in kind) the grant funds requested.

3.5 Who is not eligible?

You are not eligible to apply if you, or any organisation participating in the proposal:

- Is named as a person or entity on the following list: <https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>
- Does not comply with any of the legislation, policies or industry standards listed in Section 10.4.

3.6 Technology Readiness Level

Proposals for INNOVATE must be for the further development of technologies (devices, processes, potential medical products, and so on) for which laboratory proof of concept has been already established.

This equates to your technology having already reached Technology Readiness Level (TRL) of at least 4. As a guide, use the descriptions of TRL ratings contained in Appendix A.

You will be asked in your application to show how you have demonstrated laboratory proof of concept, as well as the path you intend to take to advance the commercial and technology-readiness of your product or process in the course of your project.

3.7 Alignment with National Reconstruction Fund priorities

Projects must be aligned with a priority of the [National Reconstruction Fund](#). You will be expected to articulate how your proposal would contribute towards achieving that priority.

4. What the grant money can be used for

4.1 Eligible expenditure

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

Budgets should be realistic and feasible in relation to the nature of the project.

To be eligible, expenditure must:

- be a direct cost of the project, or
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date of your letter of offer. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held liable, for any activities undertaken before the grant agreement is executed.

Eligible expenditure items are:

a. **Personnel**, including:

- Salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment using the formula detailed below). 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. Backfilling (teaching relief) personnel costs for academic staff who are assigned to the project is eligible.

You should calculate eligible salary costs using the formula below:

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

- Expert services of a third party if services are directly related to and essential for the project. For example:
 - business development and knowledge transfer costs
 - design costs associated with constructing, assembling, installing and/or commissioning plant or prototypes
 - advice required to obtain relevant regulatory approvals
 - expert assistance for the use of specialist equipment
- b. **Travel** costs essential to the project, including economy travel costs for domestic and/or international travel and accommodation, for example to access specialise expertise and/or expertise.
- c. Verifiable **Plant** and **Equipment** costs, proportional to the time used for the project:
 - depreciation costs of constructed, new or pre-existing plant
 - running costs for new or pre-existing plant
 - hire, rental, or leasing costs
- d. **Use of manufacturing facilities for the purpose of manufacture of prototype**

- e. **Other** costs directly relevant to the project, which may include:
- staff development and training that supports the achievement of project outcomes
 - IP protection expenditure, such as those associated with patenting
 - acquisition of new and leading-edge technology where adaptation to that technology will contribute directly to the success of the project
 - participation of lead or named participants in business or research Accelerator or Incubator programs available in Australia
 - the cost of independent audits of project expenditure up to a maximum of 1 per cent of total eligible project value

You must incur the expenditure on your grant activities between the start and end dates of your grant period for it to be eligible.

For guidance on in-kind contributions, see **Appendix B**.

4.2 Eligible locations

The majority of activities and funding expenditure must occur in Australia. Components of a project may be undertaken overseas if the activity cannot be undertaken in Australia and is critical to the successful completion of the project. Eligible overseas activities expenditure is limited to ten per cent of total eligible expenditure unless prior written approval is given by the Program Delegate.

4.3 Ineligible expenditure

You cannot use the grant for the following activities:

- a) activities unaligned to a priority of the National Reconstruction Fund
- b) basic facilities that should normally be provided by a Lead Organisation, Collaborating Organisation, or Business Partner Organisation
- c) attendance at conferences
- d) costs not directly related to the project, including but not limited to visas, relocation costs, insurance, mobile phones (purchase or call charges, and other indirect costs)
- e) paying fines or penalties
- f) Overseas expenditure beyond that described in Section 4.2.

Grants cannot be used to cover retrospective costs.

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

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

5. The selection criteria

You must address all the selection criteria in your application. The selection criteria will be assessed in its entirety. Your response to the selection criteria should provide a strong scientific/technical narrative that demonstrates the innovativeness, novelty and likely technical readiness of the proposed technology and its potential for a good commercial outcome or application. You should provide evidence to support your answers. The amount of detail and supporting evidence you provide in your application should be adequate, relevant and specific to your project.

You must attach a project management plan with the application.

5.1. Innovation and Technology Readiness

The project proposal must provide clearly stated objectives and outcomes. The objectives should reflect all the relevant research and commercialisation components of the project. Additionally, the proposal should include relevant and specific information, and describe activities that demonstrate the following:

- i. The innovation or technology is aligned to at least one industry sector of the National Reconstruction Fund priority areas.
- ii. The innovation or technology is new or a breakthrough in existing technology, that is, describe its novelty and importance in comparison with existing solutions. For example, how will the proposed technology replace an existing technology; or how it will fill some requirement that is not currently possible; or how it will provide a significantly enhanced solution for a 'long felt need'?
- iii. The scientific feasibility, technical justification, approaches, procedures and methodologies you propose in order to develop and validate the innovation as it progresses through the Technology Readiness Levels (TRL).
 - (a) Describe how the project activities will determine that the innovation is likely to be technically successful and what TRL will that achieve? What are the expected results/KPIs/metrics for the successful validation of the innovation, and whether the validation can be completed within the proposed project period?
 - (b) What validation (standards or success criteria) do you have from industry to demonstrate that achieving this outcome will be recognised by them as having achieved the required technology readiness level?
- iv. The governance, risk and quality assurance processes proposed to review or audit the technical readiness of the innovation throughout the project.

5.2. Engagement with industry/commercial partner

The project proposal should provide relevant and specific information about:

- i. The input or feedback from industry and/or potential investors regarding project objectives and the key technical and commercial questions that would need to be satisfied including key commercial risks.
- ii. Industry, commercial or business partner(s) identified or engaged for the project and the basis for the collaboration, that is, the partner(s) involvement to develop, deploy and/or commercialise the innovation including any IP licensing and commercialisation arrangements (specifically, use of existing IP in the project). **Note:** *Your response to any IP generated by the project should be covered under the response to the 'Commercial potential and market opportunity' criteria.*

- (a) Describe if the partner(s) is an existing company with activities in the marketplace (for example, a manufacturer or a company providing services), or is the partner(s) established for the purpose of this project (for example, a start-up company formed around this market opportunity and supported by a financial investor or venture capital fund), or some other commercial interest.
 - (b) Evidence detailing the partner(s) proposed engagement in the project, including their financial contributions, business collaborators and access to their personnel (and their role(s) in the project), supply of equipment, technology access and infrastructure needed to carry out the project.
- iii. Track record of partner(s), their years of investment and market expertise and success in the technology or related area, any existing intellectual property rights held in the technology area (trademark, patents, designs and copyright), and geographic reach.

5.3. Commercial potential and market opportunity

The project proposal should describe your potential ability to commercialise the innovation and provide relevant and specific information about:

- i. A commercialisation strategy to take your innovation to the market, including plans for protection of intellectual property (IP). Additionally,
 - (c) Outline the planning of the commercial strategy to date (for example, market validation testing with industry experts, freedom to operate analysis, intellectual property analysis and any lodged patent applications).
 - (d) Outline proposed negotiation arrangements and procedures for using and handling all IP created through this project, in a manner that is fair to all partners and beneficial to Australia. For example, this may include allocation of IP rights, or of income from IP, between you and your partner(s).
- ii. The extent of current market and/or industry interest (or in some cases, significant public interest) in the innovation or a potential new market opportunity
 - (a) What are the markets for which this technology would make a significant impact (for example, whether in supply chain or service or a complete product for sale)?
 - (b) Is the proposed technology applicable to existing industry in Australia, or is it a 'new to world' technology that would more likely be the basis of new industry sectors, both in Australia and/or internationally?
- iii. An indication of the size of the potential market(s) and the competitive advantages. If the commercial planning is sufficiently certain, indicate the value that will be created by the innovation, including projected revenue streams and assumptions.

5.4. Capacity, capability and resources to deliver the project

The project proposal should provide adequate and relevant information about:

- i. The track record, skills and expertise (technical and business) of the project team including their defined roles and responsibilities, and time dedicated to the project.
- ii. Access to equipment, technology, infrastructure and financial resources needed to carry out the project.
- iii. A project management plan detailing the scope and objectives, implementation plan, activities and milestones, budget, risk management, governance and performance measures. **Note:** *The need for ongoing commercialisation interaction and support during the project is important and your project plan should clearly articulate how these interactions are likely to be carried out in parallel with the project.*

5.5 Project impact

The project proposal should provide adequate and relevant information, and describe the following:

- i. The impact of the AEA grant funding in undertaking this project in terms of scale and timing, and the likelihood your project would proceed without the grant.
 - (a) What other sources of funding are being explored for the purpose of progressing this project?
 - (b) What is the likelihood of receiving other funding to proceed with the project?
- ii. The project's alignment with AEA objectives and outcomes, and the benefits (economic, social and/or environmental) that could result in the short, medium and long-term for Australia.
- iii. The total investment the grant will leverage and why the Australian Government should invest in your project, including how grant benefits will be substantially retained in Australia.
- iv. The project's potential to leverage and foster further investment opportunities via university-led research commercialisation pathways, both in Australia and internationally.

6. How to apply

Before applying, you must read and understand these guidelines, the sample proposal and the sample Conditions of Grant.

These documents may be found on the department's website.

To apply you must:

- Provide an Expression of Interest (EOI) once the grant opportunity opens. You will be contacted by department staff or a **Priority Manager** and invited to discuss your EOI. Then following consultation, -
 - complete an online AEA Stage 2 (INNOVATE) proposal on the Research Management System (www.dese.researchgrants.gov.au)
 - provide all the information requested
 - address all eligibility criteria and selection criteria
 - include all necessary attachments
 - submit your proposal/s by the closing date and time outlined on the department's website.

You are responsible for ensuring that your proposal is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your proposal from further consideration.

If you find an error in your proposal after submitting it, you should contact us immediately via accelerator@education.gov.au. We do not have to accept any additional information, nor requests from you to correct your proposal.

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

You should keep a copy of your proposal and any supporting documents.

We will acknowledge that we have received your proposal through a system-generated email. The same Lead Organisation may choose to submit more than one INNOVATE proposal at the same time, provided they are substantively different.

6.1 Questions during the applications process

If you need further guidance around the application process or if you are unable to submit a proposal, online contact us at accelerator@education.gov.au.

6.2 Facilitation and proposal development

The department, through the AEA Priority Managers and expert advisors, may seek to work with applicants or potential applicants and their partners. The department may also facilitate collaboration between applicants with similar or complementary proposals, or between applicants and other organisations or funding bodies. Any such facilitation of collaboration, including the release of confidential information to another applicant or person, will be subject to the applicant's prior consent.

When facilitating collaborations, the department is not responsible or liable for any comments, consultation or assistance provided by the department, its staff or any consultants, and the facilitation must not be taken to imply that the department will offer funding for the project.

7. The grant selection process

7.1 Assessment of grant proposals

We will review your proposal against the eligibility criteria. Proposals that do not meet the eligibility criteria will not progress to the assessment stage.

The AEA program (its staff, including expert Priority Managers, and the AEA Advisory Board) will then assess eligible proposals against the selection criteria and against other proposals. Your proposal will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other proposals
- whether it provides value with relevant money.

We may ask external expert advisors to inform the assessment process. The AEA Advisory Board and Priority Managers will make recommendations to the Program Delegate regarding which proposals to approve for a grant.

When assessing the extent to which the proposal represents value with relevant money, we will consider:

- the overall objective of the grant opportunity
- the evidence you provide in the proposal to demonstrate how the project would contribute to meeting the program objectives
- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the application. This includes any circumstance where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy or affect Australia's national security, or otherwise bring the Australian Government into disrepute.

Where possible², we will provide you with an opportunity to comment on any material risks identified during this due diligence process, prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

7.2 Who will approve grants?

The Program Delegate has delegated authority from the Minister for Education to approve AEA Stage 2 (INNOVATE) grants. The Program Delegate decides which grants to approve, considering recommendations of the AEA Board and Priority Manager, and the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

7.3 Treatment of information in proposals

Anyone involved in handling information that you provide in a grant proposal, including personal details and commercial in confidence information, will be subject to strict probity provisions – as described in Section 13.

8. Notification of proposal outcomes

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

² Subject to national security considerations.

The department may decide to fund some aspects of the project only; or to make continued grant payments subject to successful Milestone achievement and Stage-gate reviews. In that case you can choose whether or not you and your collaborators wish to proceed with the modified proposal.

If you are unsuccessful, feedback will be provided on proposals meeting the eligibility criteria through RMS. We will give you an opportunity to discuss the outcome and seek feedback on your proposal.

You can submit a new proposal for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any feedback that may have prevented your previous proposal from being successful.

9. Successful grant proposals

The Program Delegate will impose Conditions of Grant which will be provided to the **grantee** in writing. You will not receive program funding, nor be able to incur eligible expenditure, until the Conditions of Grant is signed, and any other conditions set by the Program Delegate are met.

9.1 Conditions of Grant

The Conditions of Grant will include

- the project partners
- total funding for the project
- a description of activities to be undertaken
- agreed milestones and associated payments
- reporting requirements, including frequency of and information required in reports.

9.1.1 The Conditions of Grant will include key performance indicators and milestones appropriate to each project. The details of the Conditions of Grant, including the payment schedule and milestones, will be informed by the grant proposal and project management plan.

9.1.2 The Department may elect to terminate funding should the proposal fail to meet key milestones or deliver key objectives as specified in the Conditions of Grant.

9.1.3 The Condition of Grant will require that the Lead Organisation must not make any substantial changes to the activities, timeline, or budget of the University without the prior written approval of the Commonwealth.

9.1.4 Generally, such changes will require a variation to the Conditions of Grant. Requests to vary the Conditions of Grant must be made in writing and addressed to the Program Manager specified in the Condition of Grant.

- 9.1.5 Approval of variations to the Conditions of Grant is at the discretion of the Minister or the Minister’s delegate. All variations to the Conditions of Grant will be by written agreement of the parties. The Commonwealth is not obliged to agree to any variation requested.
- 9.1.6 Failure to obtain the approval of the Commonwealth prior to making a substantial change is a breach by the Lead Organisation of the terms of the Conditions of Grant and may affect the payment of Commonwealth funding.

9.2 Project Management Plan

Your proposal must include a detailed Project Management Plan, which must include:

- a detailed budget, including, where appropriate, industry and university co-investment and other resources committed to the project
- the roles and responsibilities of each participating organisation
- a clear implementation timetable including tangible milestones which correspond to decision or review points on the commercial-readiness pathway for your project (for example, “achieve system/process prototype verification in an operational environment”)
- a clear expression of the objective of the project, and how its success could be demonstrated
- clear expression of the project starting point (for example, by completing the sentence “We have shown that this technology is likely to work in principle, by demonstrating”)
- clear expression of the anticipated end-state of your project (for example, adoption and uptake by industry; or creation of a start-up entity to market the outcome); and
- a risk plan identifying known risks and uncertainties, and how they will be managed (including technical issues that the project must address and resolve in the course of the project).

9.3 Intellectual Property

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project.

You and your project partners must negotiate arrangements and procedures for using and handling all IP created through the project, in a manner that maximises the benefits to Australia and the partners. These arrangements may include the allocation of IP rights, or of the income from IP, between you and your partners.

You must warrant your ownership of and access to, or the beneficial use of, any intellectual property necessary to carry out the project. We do not claim ownership of any intellectual property in a proposal or in any research arising from a project.

Projects are encouraged to utilise the [Higher Education Research Commercialisation Intellectual Property Framework](#) (HERC IP).

9.4 Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian 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 you meet these requirements. We will include these requirements in your grant agreement.

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation and policies:

- [Australian Code for the Responsible Conduct of Research](#)
- the [NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research](#)
- [Guidelines to Counter Foreign Interference in the Australian University Sector](#)
- [Commonwealth Modern Slavery Act 2018](#) and the [National Action Plan to Combat Modern Slavery 2020-2025](#)
- The National Redress Scheme³
- The Workplace Gender Equality Act 2012 (Cth)
- State/Territory legislation in relation to working with children/vulnerable people
- all relevant ethics codes and guidelines adopted by the Office of the Gene Technology Regulator, and all other relevant regulatory agencies operating in Australia and in any place in which the research is being conducted.

To be eligible for a grant, you must declare in your proposal that you comply with these requirements. You will need to declare you can meet these requirements in your Conditions of Grant.

9.5 Grants payments and GST

All amounts referred to in these guidelines are exclusive of the Goods and Services Tax (GST), unless expressly stated otherwise.

You are responsible for any and all financial and taxation implications associated with receiving funds.

³ [Home | National Redress Scheme](#)

10. Announcement of grants

If successful, your grant will be listed on the department's website.

Approved grants may be announced by the Minister of Education. Information that is likely to be in the public release includes:

- Named participants and their professional titles
- Lead Organisation and the State or Territory of that organisation
- Collaborating and Business Partner Organisation(s)
- Funding awarded
- Project ID
- Summary of the project
- Project duration.

You should ensure that information contained in the project title and summary descriptions will not compromise your requirements for confidentiality (such as protection of intellectual property).

The Lead Organisation will be notified in writing prior to any announcement.

11. How we monitor your grant activity

11.1 Keeping us informed

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

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

If you become aware of a breach of the Conditions of Grant, you must contact us immediately.

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

11.2 Reporting

You must submit reports consistent with the Conditions of Grant. We will provide sample templates for these reports as appendices in the Conditions of Grant. You will also be able to download them from the department's website.

We may require and request reports in the course of your project which will function as stage-gate reviews on achievement of milestones and performance indicators. These may be used to determine

whether the department makes a milestone payment; if your project requires a variation to its Conditions of Grant; or is terminated.

At a minimum, the Lead Organisation will be required to submit a final report including:

- Project outcomes, including achievements such as patents, trademarks or Plant Breeders Rights awarded; joint researcher/industry publications; spin-out and start-up companies established; jobs created; options and assignments on IP taken up; and movements of personnel between universities and businesses
- the total eligible expenditure incurred
- eligible cash and in-kind contributions of participants directly related to the project
- any significant commercialisation obstacles or challenges experienced
- lessons learned in undertaking the project.

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

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

11.3 Financial declaration

You will be required to provide an audited financial acquittal report that provides a declaration that the grant money was spent in accordance with the conditions of grant and to report on any underspends of the grant money.

11.4 Conditions of Grant variations

The Condition of Grant will require that the Lead Organisation must not make any substantial changes to the activities, timeline, or budget of the project without the prior written approval of the Commonwealth.

Generally, such changes will require a variation to the Conditions of Grant. Requests to vary the Conditions of Grant must be made in writing and addressed to the Program Manager specified in the Condition of Grant.

Approval of variations to the Conditions of Grant is at the discretion of the Program Delegate. All variations to the Conditions of Grant will be by written agreement of the parties. The Commonwealth is not obliged to agree to any variation requested.

11.5 Evaluation

We will evaluate the AEA Program from time to time to determine how measure well it is being delivered and whether the expected outcomes and objectives are being achieved. We may use information from your proposal and your project reports for this purpose. We may also interview you or ask you for more information on your views on the program, your suggestions for improvement, or what the impact of the grant was from your perspective.

We may contact you and your collaborators up to five years after you finish your grant for more information to assist with program evaluations.

12. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the *Higher Education Support Act 2003*.

12.1 Enquiries and feedback

The department's [Complaints Factsheet](#) applies to complaints about this grant opportunity.

Questions, feedback, or comments on the AEA Program are welcome and can be submitted via email to accelerator@education.gov.au.

12.2 Conflicts of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the proposal assessment selection process, such as an Australian Government officer or expert advisor
- 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 AEA Program.

You will be asked to declare, as part of your proposal, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. Each individual or organisation named in a proposal must declare any conflict of interest that exists or is likely to arise in relation to any aspect of the proposal or project to you at the date of submission.

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

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

12.3 Privacy

The department is bound by the [Australian Privacy Principles](#) in the [Privacy Act 1988](#) (Privacy Act). The Department uses and discloses personal information only for the purposes in which it was provided, or for a secondary purpose if an exception applies.

The exceptions include where:

- the individual has consented to a secondary use or disclosure
- the individual would reasonably expect the Department to use or disclose their personal information for the secondary purpose, and that purpose is related to the primary purpose of collection, or, in the case of sensitive information, directly related to the primary purpose
- the secondary use or disclosure is required or authorised by law
- a permitted general situation exists in relation to the secondary use or disclosure, and
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

The department takes all reasonable measures to ensure that personal information collected by us is accurate, up to date and complete. These measures include updating and maintaining personal information when we are advised by individuals that information has changed.

The department also takes all reasonable steps to ensure that the personal information it holds is protected against loss, unauthorised access, use, modification or disclosure and other misuse.

Any individual may contact the department to obtain information about how to request access to or changes to the information the department holds about them.

Access may be given unless we consider that there is a sound reason under the Privacy Act, the FOI Act or other relevant law to withhold the information.

All requests for personal information should be made to the Privacy Officer:

privacy@education.gov.au.

Or in writing to:

Privacy Officer
Legal Services
Department of Education
LOC: C50MA10
GPO Box 9880
Canberra ACT 2601

12.4 Confidentiality

In general, the information contained in INNOVATE expressions of interest or applications will reflect publicly available information about the strategic direction and research capabilities of the collaborating organisations.

However, under some circumstances such information may be subject to commercial in confidence or other considerations. Where this is the case the Lead Organisation must notify the department in writing, at the earliest viable point in the application process, the information that should be treated as confidential, and provide the reasons for the request.

Information will be treated as confidential where the information is by its nature confidential and

- it is clearly identified as confidential, and an explanation is provided as to why it should be treated as confidential
- the information is commercially sensitive
- revealing the information would cause competitive detriment to the Applicant or other parties, and
- the information is provided with an understanding that it will stay confidential.

Information of a confidential nature provided by you as part of, or in connection with, any Proposal will be treated as commercial-in-confidence information by the Department.

We may disclose confidential information:

- to the AEA Advisory Board, Priority Managers, employees and contractors of our department to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the Minister and their members of staff
- a House or a Committee of the Australian Parliament
- where authorised or required by law to be disclosed.

12.5 Freedom of Information

The department is subject to the [Freedom of Information Act 1982](#) (FOI Act). The object of the FOI Act is to make available information about the operations of departments, to create a general right of access to information in the possession of Ministers, departments and public authorities and also to create a right for people to amend records containing personal information that is incomplete, incorrect or misleading.

Anyone can make a freedom of information (FOI) request. An applicant is not obligated to state a reason for their request, nor can the department ask for a reason.

All documents held by the department can be subject to a FOI request, however, in some cases exemptions from disclosure may apply.

A valid request is one which is in writing, states that it is a request for the purposes of the FOI Act, provides enough information about a requested document to enable its identification, give details on how notices under the FOI Act may be sent to the applicant (the return address may be a

physical, postal or electronic address) and must be sent to the department either by post, email or fax or delivered in person.

All requests should be made directly to the FOI Coordinator: foi@education.gov.au.

13. Glossary

Term	Definition
AEA	Australia's Economic Accelerator program, the program under which funding is given
AEA Advisory Board	The Board appointed by the Minister under the AEA legislation, Subdivision 42-B. Members collectively possess experience in research commercialisation, and advise the Minister on that topic as well as on the program's objectives, conditions of eligibility and conditions of grant.
Business Partner Organisation	An Australian business entity (being a proprietary limited company, a corporation, or a non-profit organisation) that is providing resources to the Project with an interest in advancing its technological and commercial readiness.
Collaborating Organisation	Table A and Table B institutions listed in the <i>Higher Education Support Act 2003</i> (HESA) named on a proposal but is not the Lead Organisation
commencement date	the expected start date for the grant activity
Commonwealth	The Commonwealth of Australia, also referred to as the Australian Federal Government
completion date	The expected date that the grant activity must be completed, and the grant funds spent by; or the actual date a grant is ended following a stage-gate review.
Conditions of Grant	Sets out the relationship between the parties to the agreement, and specifies the details of the grant and any conditions attached
Department's website	The website approved by the Department of Education as their official website,

Term	Definition
	https://www.education.gov.au/university-research-commercialisation-package/australias-economic-accelerator
eligibility criteria	Refers to the mandatory criteria which must be met to qualify for a grant. Selection criteria may apply in addition to the eligibility criteria
Expert advisors	Advisors with commercialisation expertise within the priority areas that may provide input into suitable projects
grant	A payment made under the Innovate Program consistent with Part 2-3 of HESA
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Departmental Portfolio Budget Statement Program
Grantee	The individual/organisation which has been selected to receive a grant
GST	The meaning as given in section 195-1 of the A New Tax System (Goods and Services Tax) Act 1999
HERC IP	Higher Education Research Commercialisation Intellectual Property Framework A framework to assist IP management and negotiation in university-led research commercialisation. HERC IP provides standardised IP licensing and contractual agreements as well as education and guidance materials to establish a common and clear starting point to negotiations
HESA	<i>Higher Education Support Act 2003</i>
In-kind contribution	In-kind contributions are non-monetary resources used on the Activity where no cash

Term	Definition
	<p>has been transferred to the Recipient's account(s) for the Activity</p> <p>A contribution of goods, services, materials and/or time to the project from an individual, business or organisation. Values should be calculated based on the most likely actual cost, for example, current market, preferred provider or internal provider rates/valuations/rentals/charges (that is in the financial year of the date of the proposal) of the costs of labour, workspaces, equipment and databases. The calculations covering time and costs should be documented by the Lead Organisation. We may require these calculations to be audited.</p> <p>For further guidance see Appendix B.</p>
Intellectual Property	Intellectual property (IP) refers to creations of the mind. It could include a brand, logo, invention, design or artistic work, or new plant variety
Lead Entrepreneur	A participant who satisfies the eligibility criteria for a Lead Entrepreneur under these grant guidelines
Lead Organisation	Table A and Table B institution listed in the Higher Education Support Act 2003 (HESA) and listed first on a proposal. A Lead Organisation submits a proposal for a grant and will be responsible for the administration of the grant if the proposal is approved for funding.
Minister	The Minister of Education, responsible for the administration of the HESA, or the Minister's delegate
Named participants	Individuals nominated for particular roles in a proposal
National Reconstruction Fund	The National Reconstruction Fund will provide finance for projects that diversify and transform Australia's industry and economy
National Reconstruction Fund Priorities	National Reconstruction Priorities: <ol style="list-style-type: none"> 1. value-add in resources



Term	Definition
	<ol style="list-style-type: none"> 2. value-add in agriculture, forestry and fisheries 3. transport 4. medical science 5. renewables and low emission technologies 6. defence capability, and 7. enabling capabilities
On-costs	Includes workers' compensation insurance, employer contributions to superannuation, recreation and sick leave, long service leave accrual and payroll tax
PhD student	A student with candidature in an AQF level 10 qualification at an approved university
PBS Program	Described within the Department's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower-level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Priority Manager	A person appointed by the AEA Program to provide technical and specialist research commercialisation advisory services, including brokering research/industry partnerships and assisting with the completion and assessment of AEA grant applications.
Project	A project described in an application for grant funding under the program.
proposal	A request for funding submitted through RMS by an Administering Organisation seeking grant funding under the AEA grant program. It includes the specifics of a proposed grant activity as well as the administrative information required to determine the eligibility of the proposal
Program Delegate	The person that has the delegated authority to make decisions for the program. For the AEA program, that person is the First Assistant



Term	Definition
	Secretary, Research Division, Department of Education.
Research	<p>For the purposes of these grant guidelines, the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative</p> <p>This definition of research is consistent with a broad notion of research and experimental development comprising “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge”</p> <p>OECD (2015), <i>Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development</i> (p.378)</p>
selection criteria	Selection criteria are the specified principles or standards, against which proposals 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 proposal rankings
selection process	The method used to select potential grantees. This process may involve comparative assessment of proposals or the assessment of proposals against the eligibility criteria and/or the selection criteria
Technology Readiness Level	The Technology Readiness Level (TRL) index is a globally accepted benchmarking tool for tracking progress and supporting development of a specific technology through the early stages of the innovation chain, from blue sky research (TRL 1) to actual readiness for commercial uses (TRL 9).



Term	Definition
	<p>There are various TRL rating scales that may be applicable to various technologies. For the purposes of this Program, the Department uses the Department of Defence TRL scale. (Refer Appendix A)</p>
<p>value for money</p>	<p>Value for money in this document is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objective • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and <p>the potential grantee's relevant experience and performance history.</p>



Appendix A. Technology Readiness Levels

Technology Readiness Level Definition	
TRL 1	Basic Research: Initial scientific research has been conducted. Principles are qualitatively postulated and observed. Focus is on new discovery rather than applications.
TRL 2	Applied Research: Initial practical applications are identified. Potential of material or process to solve a problem, satisfy a need, or find application is confirmed.
TRL 3	Critical Function or Proof of Concept Established: Applied research advances and early-stage development begins. Studies and laboratory measurements validate analytical predictions of separate elements of the technology.
TRL 4	Lab Testing/Validation of Alpha Prototype Component /Process: Design, development and lab testing of components/processes. Results provide evidence that performance targets may be attainable based on projected or modelled systems.
TRL 5	Laboratory Testing of Integrated/Semi-Integrated System: System Component and/or process validation is achieved in a relevant environment.
TRL 6	Prototype System Verified: System/process prototype demonstration in an operational environment (beta prototype system level).
TRL 7	Integrated Pilot System Demonstrated: System/process prototype demonstration in an operational environment (integrated pilot system level).
TRL 8	System Incorporated in Commercial Design: Actual system/process completed and qualified through test and demonstration (pre-commercial demonstration).
TRL 9	System Proven and Ready for Full Commercial Deployment: Actual system proven through successful operations in operating environment, and ready for full commercial deployment.

TRL 1 Definition [NOT ELIGIBLE]	TRL 1 Description
<p>Basic Research.</p> <p>Initial scientific research begins. Examples include studies on basic material properties. Principles are qualitatively postulated and observed</p>	<p>Basic principles are observed. Focus is on fundamental understanding of a material or process.</p>
TRL 2 Definition [NOT ELIGIBLE]	TRL 2 Description
<p>Applied Research.</p> <p>Initial practical applications are identified. Potential of material or process to satisfy a technology need is confirmed.</p>	<p>Once basic principles are observed, practical applications can be identified. Applications are speculative, and there may be no proof or detailed analysis to support the assumptions. Examples are still limited to analytic studies. Supporting information includes publications or other references that outline the application being considered and that provide analysis to support the concept. The step up from TRL 1 to TRL 2 moves the ideas from basic to applied research. Most of the work is analytical or paper studies with the emphasis on understanding the science better. Experimental work is designed to corroborate the basic scientific observations made during TRL 1 work.</p>
TRL 3 Definition [NOT ELIGIBLE]	TRL 3 Description
<p>Critical Function, i.e., Proof of Concept Established.</p> <p>Applied research continues and early-stage development begins. Includes studies and initial laboratory measurements to validate analytical predictions of separate elements of the technology. Examples include research on materials, components, or processes that are not yet integrated.</p>	<p>Analytical studies and laboratory-scale studies are designed to physically validate the predictions of separate elements of the technology. Supporting information includes results of laboratory tests performed to measure parameters of interest and comparison to analytical predictions for critical components. At TRL 3 experimental work is intended to verify that the concept works as expected. Components of the technology are validated, but there is no strong attempt to integrate the components into a complete system. Modelling and simulation may be used to complement physical experiments.</p>
TRL 4 Definition	TRL 4 Description
<p>Laboratory Testing/Validation of Alpha Prototype</p> <p>Component/Process. Design, development and lab testing of technological components are performed. Results provide evidence that applicable component/process performance targets may be attainable based on projected or modelled systems.</p>	<p>The basic technological components are integrated to establish that the pieces will work together. This is relatively "low fidelity" compared with the eventual system. Supporting information includes the results of the integrated experiments and estimates of how the experimental components and experimental test results differ from the expected system performance goals. TRL 4-6 represent the bridge from scientific research to engineering, from development to demonstration. TRL 4 is the first step in determining whether the individual components will work together as a system. The goal of TRL 4</p>

	should be the narrowing of possible options in the complete system.
TRL 5 Definition	TRL 5 Description
<p>Laboratory Testing of Integrated/Semi-Integrated System.</p> <p>Component and/or process validation in relevant environment- (Beta prototype component level).</p>	<p>The basic technological components are integrated so that the system configuration is similar to (matches) the final application in almost all respects. Supporting information includes results from the laboratory scale testing, analysis of the differences between the laboratory and eventual operating system/environment, and analysis of what the experimental results mean for the eventual operating system/environment. The major difference between TRL 4 and 5 is the increase in the fidelity of the system and environment to the actual application. The system tested is almost prototypical. Scientific risk should be retired at the end of TRL 5. Results presented should be statistically relevant.</p>
TRL 6 Definition	TRL 6 Description
<p>Prototype System Verified.</p> <p>System/process prototype demonstration in an operational environment- (Beta prototype system level).</p>	<p>Engineering-scale models or prototypes are tested in a relevant environment. This represents a major step up in a technology's demonstrated readiness. Examples include fabrication of the device on an engineering pilot line. Supporting information includes results from the engineering scale testing and analysis of the differences between the engineering scale, prototypical system/environment, and analysis of what the experimental results mean for the eventual operating system/environment. TRL 6 begins true engineering development of the technology as an operational system. The major difference between TRL 5 and 6 is the step up from laboratory scale to engineering scale and the determination of scaling factors that will enable design of the final system. The engineering pilot scale demonstration should be capable of performing all the functions that will be required of a full manufacturing system. The operating environment for the testing should closely represent the actual operating environment. Refinement of the cost model is expected at this stage based on new learning from the pilot line. The goal while in TRL 6 is to reduce engineering risk. Results presented should be statistically relevant.</p>
TRL 7 Definition	TRL 7 Description



<p>Integrated Pilot System Demonstrated.</p> <p>System/process prototype demonstration in an operational environment-(integrated pilot system level).</p>	<p>This represents a major step up from TRL 6, requiring demonstration of an actual system prototype in a relevant environment. Final design is virtually complete. The goal of this stage is to retire engineering and manufacturing risk. To credibly achieve this goal and exit TRL 7, scale is required as many significant engineering and manufacturing issues can surface during the transition between TRL 6 and 7.</p>
<p>TRL 8 Definition [NOT ELIGIBLE]</p>	<p>TRL 8 Description</p>
<p>System Incorporated in Commercial Design.</p> <p>Actual system/process completed and qualified through test and demonstration-(pre-commercial demonstration).</p>	<p>The technology has been proven to work in its final form and under expected conditions. In almost all cases, this TRL represents the end of true system development. Examples include full scale volume manufacturing of commercial end product. True manufacturing costs will be determined and deltas to models will need to be highlighted and plans developed to address them. Product performance delta to plan needs to be highlighted and plans to close the gap will need to be developed.</p>
<p>TRL 9 Definition [NOT ELIGIBLE]</p>	<p>TRL 9 Description</p>
<p>System Proven and Ready for Full Commercial Deployment.</p> <p>Actual system proven through successful operations in operating environment, and ready for full commercial deployment.</p>	<p>The technology is in its final form and operated under the full range of operating conditions. Examples include steady state 24/7 manufacturing meeting cost, yield, and output targets. Emphasis shifts toward statistical process control.</p>

https://www.dst.defence.gov.au/sites/default/files/basic_pages/documents/TRL%20Explanations_1.pdf

Appendix B In-kind contributions

We treat cash and in-kind contributions equally for determining your matching 50 per cent (or more) share of total eligible grant project value.

In-kind contributions are the non-cash contributions. These can include labour contributions and facilities, equipment and services provided by project partners to the project. In order for in-kind contributions to count towards your total eligible grant project value, they must directly relate to eligible activities or eligible special purpose activities.

In-kind contributions may include:

- salaries and on-costs for Australian personnel directly employed for the project activities. Australian Government funds awarded (or contracted) to researchers employed by partners, or to the partners themselves, for specific projects cannot be claimed as eligible expenditure. You must use the labour calculations outlined in Section 4.1.
- facilities, equipment and services provided by a partner to the project from its own resources. We do not prescribe a specific formula to determine the value of these contributions. You need to determine the value of these contributions. They must be realistic, justifiable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item.

Examples of in-kind contributions include:

- if a resource has an annual depreciation value of \$100,000 and the project was using 10 per cent of the resource's capacity then the resource could be valued at \$10,000 per year
- if the fee for usage was \$500 per use and the project was receiving 100 usages per year at no cost, the value of the resource could be valued at \$50,000 per year
- if your project receives office space as an in-kind contribution from a partner, you should value the contribution at the amount it would otherwise cost to rent equivalent office space.

Appendix C AEA INNOVATE Project Business Partner Declaration

This declaration is to be completed by each partner in the collaboration. All declarations must be uploaded as attachments to the AEA INNOVATE grant application form.

- I declare that the partner is aware of its obligations under the AEA INNOVATE 2023 Grant Guidelines.
- I declare that (subject to this application being successful) the partner will support and actively participate in the proposed AEA INNOVATE project.
- I declare that the partner will contribute (subject to this application being successful) the staff, funds and other resources indicated in the application and that the partner has obtained, or will obtain, the necessary authorisations to do so.

Total partner contributions

Total partner contributions over the Project funding term are listed below and are consistent with the total contributions listed in the application form:

Contribution Type	Amount
Cash (\$AUD) for funding term	\$
FTE (to two decimal points) for funding term (in-kind)	
FTE (\$AUD) for funding term (in-kind)	\$
Non-staff in-kind (\$AUD) for funding term	\$

Note: a Business Partner Organisation may elect to participate in an INNOVATE project for less than the full project duration.

Declaration

- I declare that the partner will comply with, and require that its subcontractors and independent contractors comply with all applicable laws.
- I declare that the information contained in this application that relates to the partner together with any statement provided, is to the best of my knowledge, true, accurate and complete. I also understand that the giving of false or misleading information is a serious offence.
- I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, the department may, at its absolute discretion, take appropriate action.
- I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including State and Territory government agencies, about the applicant's claims and may also engage external technical or financial advisers to advise on information provided in the application.
- I give my consent to be contacted by the department to discuss the particulars of the partner's commitment to the proposed INNOVATE project.
- I approve of the information in this application being communicated to the department in electronic form.
- I declare that I am authorised to sign and submit this declaration on behalf of the partner.

Signing

By signing below, I agree to the above declaration and confirm all of the above statements to be true.

Title of INNOVATE project proposal:	
Partner (organisation name):	
Partner ABN/ACN:	
Authorised representative (name):	
Position/role:	
Phone:	
Email:	
Signature:	
Date:	

