



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Sample application form

Australian Biological Resources Study National Taxonomy Research Grant Program 2024-25

Grant stream: Honours and Masters Scholarships

Version December 2023

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

Sample

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - National Taxonomy Research Grant Program 2024-25
- Field 2 select – Honours and Masters Scholarships

When you have selected the program, the following text will appear.

The grant opportunity is supported by the Australian Biological Resources Study (ABRS). Up to \$2.03 million is available for the National Taxonomy Research Grant Program 2024-25.

The objectives of the program are:

- improve knowledge of the Australian biota through targeted taxonomic research
- increase funding for taxonomy through enhanced co-funding opportunities

- build Australia's taxonomic capacity by supporting tertiary research training and early career researchers.

The maximum grant amount is:

- \$300,000 for Postdoctoral Fellowship Grant
- \$270,000 for Research Grant
- \$20,000 for PhD Scholarship Support Grant and Early Career Research Grant
- \$10,000 for Honours and Masters Scholarships and Non-salaried Researcher Grant.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 26 February 2024. Please take account of time zone differences when submitting your application.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the National Taxonomy Research grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you an appropriate host institution submitting an application on behalf of a scholarship student?*

You must answer yes to proceed to next question.

- Select which type of entity you are: *
 - an entity, incorporated in Australia (this includes Indigenous organisations registered with the Office of the Registrar of Indigenous Corporations)
 - a co-operative
 - a partnership
 - a publicly funded research organisation (PFRO)
 - an Australian local government agency or body
 - an Australian State/Territory Government agency or body
 - an Australian Commonwealth Government agency or body
 - none of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

- Does your project address at least one of the Australian Biological Resources Study (ABRS) Priority Areas for Research listed in Appendix A of the grant opportunity guidelines? *

You must answer yes to proceed to next question.

- Do you declare there are no outstanding reports from previous National Taxonomy Research Grant Program (NTRGP) grant rounds? *

You must answer yes to proceed to next question.

- Can you provide a CV of no more than four pages for each student Supervisor relevant to your project? *

You must answer yes to proceed to next question.

Providing a CV of more than four pages (per CV) will render your application ineligible.

- Can you provide all mandatory attachments as outlined in the grant opportunity guidelines? *

Mandatory attachments are outlined in section 7.1 of the grant opportunity guidelines

You must answer yes to proceed to next question.

- Do you declare that the student is an Australian citizen or permanent resident? *

You must answer yes to proceed to next question.

- Will the proposed research be undertaken at an appropriate Australian institution?

You must answer yes to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

Sample

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it will contribute to the outcomes of the grant program.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

You should summarise how your project will contribute to the field of taxonomy.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Priority Areas for Research

This information will be included in your grant agreement if your application is successful.

You will need to provide further details in your response to assessment criteria.

Which areas of Biodiversity, Conservation and Vulnerable and Endangered Species will your project address?

Select all areas relevant to your project

- Documenting Australia's biodiversity
- Conservation
- Vulnerable and endangered species

- Identifying Australia's biodiversity
- None of the above

Which areas of Public, Plant, Animal and Environmental Health will your project address?

Select all areas relevant to your project

- Public, plant and animal health
- Environmental health
- None of the above

Which areas of Building Taxonomic Capacity will your project address?

Select all areas relevant to your project

- Training of early career researchers
- Knowledge management
- Exchange of international expertise
- None of the above

E.5. Project outputs

Provide a summary of the expected project outputs.

You should summarise the outputs and deliverables your project will produce. For example papers, publications etc.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.6. Institution details

Name of the appropriate institution where the research will be undertaken:

Research must be undertaken at an appropriate institution as defined in the Glossary in the grant opportunity guidelines.

This will typically be the host institution that submits the application but may be an organisation within the host institution.

E.7. Details of student

Name:

Institution:

Responsibilities for the project:

Your response is limited to 5000 characters including spaces and does not support formatting.

E.8. Student degree level

Is the student an Honours or Masters student?

- Honours student
- Masters student

Select the appropriate option.

E.9. Student study details

Is the student studying full time or part time?

- Full time
- Part time

Select the appropriate option.

Full time students can apply for a grant of up to 1 year. Part time students can apply for a grant of up to 2 years.

E.10. Details of student Supervisor

Name:

Institution:

Responsibilities for the project:

Your response is limited to 5000 characters including spaces and does not support formatting.

E.11. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

Full time students can apply for a grant of up to 12 months. Part time students can apply for a grant of up to 24 months

For full time students, your project cannot commence before 1 July 2024 and must be completed by 30 June 2025.

For part time students, your project cannot commence before 1 July 2024 and must be completed by 30 June 2026.

E.12. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates. You can add up to 10 milestones.

Milestones should be the expected outputs and outcomes for your project. You will be required to report on the progress of each milestone, as they contribute to the overall project, every twelve months. Reporting against milestones will require sufficient detail for progress of the research project to be assessed adequately.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date

- Estimated end date

E.13. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

Sample

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$10,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Contract		\$
		2024/25	\$
		2025/26	\$
	Travel		\$
		2024/25	\$
		2025/26	\$
	Equipment		\$
		2024/25	\$
		2025/26	\$
	Materials		\$
		2024/25	\$
		2025/26	\$
	Training		
		2024/25	\$
		2025/26	\$
	Planning, environmental or other regulatory approvals costs		
		2024/25	\$
		2025/26	\$
	Contingency costs (up to 10 per cent of eligible expenditure)		

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	\$
		2025/26	\$
	Other		\$
		2024/25	\$
		2025/26	\$
Total			

If you have any other eligible expenditure please describe what this will be used for.

Your response is limited to 2000 characters including spaces and does not support formatting.

F.2. Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The grant amount request under this grant opportunity must be \$10,000.

F.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (40 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Relevance of the project to ABRS and taxonomic science

You must demonstrate how your project:

- addresses one or more of the ABRS Priority Areas for Research (see Appendix A of the grant opportunity guidelines)
- informs, directs and/or influences ABRS information products such as the Australian Faunal Directory, Flora of Australia, publications, identification keys and any other taxonomic communication tools
- positively contributes to the fields of taxonomy and/or systematics research

G.2. Assessment criterion 2 (40 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Feasibility of proposed research project

You must demonstrate this by identifying the:

- outcomes that will be achieved through completion of the project
- research methods you will use to ensure the successful outcome of your project
- project planning, administrative and supervision arrangements in place to manage the budget and project risks, and to ensure researchers are appropriately supported.

G.3. Assessment criterion 3 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity of researchers and/or institutions to deliver the project

To support your response to this criterion you must attach:

- *a CV of no more than four pages in length for each Student Supervisor*
- *a copy of the most recent academic transcript for the student (if applying on behalf of a student)*

You must demonstrate this by describing:

- the experience or expertise of the researcher, or demonstrated potential to undertake and deliver the project activities

- the access to institutional resources, including demonstrated supervisory panel expertise, to deliver the project activities

Sample

H. Bank account details

H.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

H.2. Account details

Account name

BSB

Account number

H.3. Payment contact

Given name

Family name

Email address

Phone number

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the [grant opportunity guidelines](#) for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- Curriculum vitae (CVs)

Curriculum vitae (CVs) – applications must include a CV of no more than four pages in length for each student supervisor.

- Scholarship student academic transcript

If applying on behalf of a student, you must attach a PDF copy of the student's most recent academic transcript

- Incorporated association registration or ACNC registration

If you are applying as an incorporated association or not for profit organisation and you do not have an active state or territory incorporated association registration or ACNC registration at the time of application, Constitutional documents and/or Articles of Association that demonstrate the character of the organisation

- Partnership agreement

If you are applying as a partnership, a copy of your partnership agreement

- Trust deed

Trust deed (if applicable).

1.3. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

Did you read the grant opportunity guidelines? *

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for a grant? *

You must select from a drop-down menu.

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

J. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge 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 advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

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 note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.