Australian Biological Resources Study National Taxonomy Research Grant Program Grant Opportunity Guidelines

Opening date:	31 October 2019
Closing date and time:	11.00PM AEDT 11 December 2019
Commonwealth policy entity:	Department of the Environment and Energy
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 4 December 2019
Date guidelines released:	31 October 2019
Type of grant opportunity:	Targeted competitive

Contents

1. Australian Biological Resources Study: National Taxonomy Research Grant Program processes

The National Taxonomy Research Grant Program is designed to achieve Australian Government objectives
This grant opportunity is part of the above grant program, which contributes to Department of Environment and Energy's Program 1.2: Science, Information and Research. The Department of the Environment and Energy works with stakeholders to plan and design the grant program according to the
Commonwealth Grants Rules and Guidelines 2017 (CGRGs).

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The grant opportunity opens
We publish the grant guidelines on GrantConnect and Community Grants Hub websites.

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You complete and submit a grant application
You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.

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We assess all grant applications
We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.

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We make grant recommendations
We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.

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Grant decisions are made
The decision maker decides which applications are successful.

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We notify you of the outcome
We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

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We enter into a grant agreement
We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.

⬇

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

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Evaluation of the National Taxonomy Research Grant Program
We evaluate your specific grant activity and the National Taxonomy Research Grant Program as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the National Taxonomy Research Grant Program grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of the Environment and Energy (the Department).

2. About the grant program

The Australian Biological Resources Study (ABRS) National Taxonomy Research Grant Program (NTRGP or the program) provides grants for research into taxonomy and systematics (from here onwards referred to as taxonomy) and to support the training and/or recruitment of taxonomists. Such research contributes towards both the Department's Science, Information and Research Program (Program 1.2)[1] and the broader Australia's National Science Statement[2].

Grants are awarded for projects with the primary aim of undertaking research into the taxonomy of the Australian biota. ABRS has a number of *Priority Areas for Research Grants*, applications submitted are required to address at least one of the Priority Areas as detailed in Appendix A.

Seven grant categories are available to applicants, each designed to support research projects of differing levels of complexity and to support researchers at different stages of their career. Grants will be available to support both early and established career researchers to undertake research projects, including Postdoctoral Fellows. Grants are also available to support tertiary students studying taxonomy, including Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants for PhD students. Non-salaried Researcher Grants are also available to allow the completion of projects by non-salaried researchers.

The program is the only grant program in Australia that is targeted towards the support of research into taxonomy, to:

- improve our knowledge of the Australia 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.

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[1] Commonwealth of Australia (2019) *Portfolio Budget Statements 2019-20 Budget Related Paper No. 1.6: Environment and Energy Portfolio*. Available at: https://www.environment.gov.au/about-us/accountability-reporting/budget-statements.

[2] Commonwealth of Australia (2017) *Australia's National Science Statement 2017*. Available at: https://publications.industry.gov.au/publications/nationalsciencestatement

Benefits of the program include:

- increased support for students and early career researchers (including provision for retired taxonomists to mentor younger researchers through support for non-salaried researcher positions)
- provision for major, national-scale investigations incorporating multiple researchers and institutions.

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity up to $1,995,000 (GST exclusive) is available for new projects commencing on 1 July 2020. This includes up to $665,000 (GST exclusive) in the first year (2020-21). The amounts available for each grant category, the length of duration and who is eligible to apply is shown in Table 1.

Table 1: National Taxonomy Research Grant Program – grants available					
Categories of grants	**Duration**	**ABRS contribution (GST exclusive)**		**Minimum co-funding**	**Eligible to apply[3]**
		Total	**Annual**		
Research Grant[4]	3 years	Up to $270,000	Up to $90,000 (annual proportions can vary)	50% of ABRS total[5] contribution	Researcher employed within an appropriate host institution
Early Career Research Grant	1 year (or spilt over 2 years)	Up to $20,000	Up to $20,000 (up to $10,000 per year if over two years)	50% of ABRS total contribution	Early career researcher employed by an appropriate host institution
Postdoctoral Fellowship Grant	3 years	$300,000	$100,000	50% ($50,000 per year)	Researcher who has had their PhD thesis accepted
Honours Scholarship	1 year (or 2 part-time)	$10,000	$10,000 (or $5,000 per year if part-time)	Nil	Honours student

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[3] See Section 4.1 and 4.2 for full details on eligibility.

[4] Research Grants in previous years were only available as four different fixed amounts ($30,000, $105,000, $210,000 and $270,000 (GST exclusive)). Applicants have now been provided with greater flexibility and may now seek funding for any amount up to $270,000 (GST exclusive). Annual proportions were similarly also fixed amounts but applicants may now seek different funding portions for each of the three years, up to a maximum of $90,000 within a single year to better match research activity, e.g. an applicant might seek $70,000 over three years - $20,000 in year 1, $10,000 in year 2 and $40,000 in year 3.

[5] Co-funding must also be a minimum of 50% of ABRS annual payments, e.g. if $30,000 is sought in year 1, and $20,000 in both years 2 and 3 (totalling $70,000) then a minimum co-funding of $35,000 would be required over the life of a project. See Section 4.2 on how co-funding can be allocated between years.

Masters Scholarship	1 year (or 2 part-time)	$10,000	$10,000 (or $5,000 per year if part-time)	Nil	Masters student
PhD Scholarship Support Grant	2 years	$20,000	$10,000	Nil	PhD student with a Research Training Program Scholarship
Non-salaried Researcher Grant	1 year	Up to $10,000	$10,000	Nil	Non-salaried researcher

The amounts specified for Research Grants are the maximum amounts available. Applicants are expected to submit a three-year project budget as part of their application that is tailored to deliver the proposed research outputs and outcomes. Careful consideration of value for money should be made in developing this budget based on the nature, complexity, required personnel and anticipated expenses.

Funding for Scholarships, PhD Scholarship Support Grants and Postdoctoral Fellowships are set amounts. Where an applicant applies for an Honours or Masters Scholarship and chooses to study part-time, funds will be split over the two years.

The ABRS may vary the proportion of funds available under each round of the program based on funding received, out-year commitments and the number of applications received per stream. The remaining funds are used to meet out-year commitments for existing grant projects and for other one-off grants and contracts.

3.2 Grant period

The maximum grant period for Research Grants and Postdoctoral Fellowship Grants is three years. The maximum grant period for PhD Scholarship Support Grants is two years. The maximum grant period for Honours and Masters Scholarships is two years (one year for full time study and two years for part-time study). The period for Early Career Research Grants can be either one or two years. The maximum period for Non-salaried Researcher Grants is one year.

Typically grant periods commence each year on the 1 July.

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria; however, they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

An applicant must be a Principle Investigator/student associated with, and hosted by, an appropriate institution or a retired or unemployed Australian citizen (person) for the Non-Salaried Researcher Grant. Appropriate institutions include, but are not limited to, Australian museums, herbaria, universities and other government agencies that support taxonomic research. An institution supporting a Principle Investigator/student must have an interest and capacity to support taxonomic research.

To be eligible researchers and institutions must be one of the following entity types:

- Indigenous Corporation
- Company[6]
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government[7]
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Partnership[8]
- Person[9]
- Trustee on behalf of a Trust[10]
- Unincorporated Association.

4.2   Additional eligibility requirements

For Research, Early Career Research and Postdoctoral Fellowship Grants

Principal Investigator - The Principal Investigator on an application must be an Australian researcher that is employed or contracted at least part-time by an appropriate institution. Principal Investigators are expected to have administrative attachment to an institution in order to gain access to facilities and material from collections.

The Principal Investigator will be the person who has scientific and intellectual responsibility for the project and will be responsible for ensuring the proposed project is conducted in accordance with the project details, project budget and in line with the timeframe associated with the application. If successful, the Principal Investigator is also responsible for ensuring that reports are completed and provided to the host institution contact for signing and submitting to the Community Grants Hub.

In applying for a Research Grant, the Principal Investigator agrees to potential involvement in the assessment of future grant applications, or in public activities run by the ABRS promoting taxonomy.

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[6] Company is a company incorporated under the *Corporations Act 2001 (Cth).*

[7] Includes New South Wales local governments created as Body Politics.

[8] Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

[9] A person is a natural person, an individual, a human being.

[10] Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form.

Early Career Research Grant – Along with the requirements listed above, the Principal Investigator on an Early Career Research Grant application must have completed their tertiary studies no more than five years from the date of application submission.

Postdoctoral Fellowship Grant - Postdoctoral Fellows must be the Principal Investigator for the application to be eligible. Only researchers who have had their PhD thesis accepted can qualify as Principle Investigator as part of a Postdoctoral Fellowship Grant.

Researchers applying for a Postdoctoral Fellowship Grant must have submitted their PhD thesis and have received notification from their institution that it has been accepted for examination, prior to submitting an application as Principal Investigator. A copy of this notification must be included with the submission of the application (i.e. a letter from the administering institution stating that the thesis has been accepted for examination). In addition, researchers who are successful in receiving a Postdoctoral Fellowship Grant must have been awarded their PhD by the time an offer of a grant is made in order to be eligible to accept that offer. Notification from the institution that the student has been awarded their PhD must be provided at or before the time the recipient is offered the grant.

Existing (non-ABRS) Postdoctoral Fellows can also apply as Principal Investigator for a Research Grant or may be included as part of a team applying for a Research Grant.

For Scholarships, PhD Scholarship Support Grants and Non-salaried Research Grants

Applications for Honours Scholarships, Masters Scholarships or PhD Scholarship Support Grants will only be accepted on behalf of students who hold Australian citizenship, or have permanent Australian residency status. The proposed research for Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants must be undertaken at an appropriate Australian institution.

PhD Scholarship Support Grants - are available to PhD students who have successfully secured a Research Training Program (RTP) Scholarship. Applicants must have secured an RTP Scholarship that commenced in the current calendar year (e.g. the applicant of a PhD Scholarship Support Grants application submitted by December 2019 must have received an RTP Scholarship that commenced in 2019).

Honours and Masters Scholarships – applications must be submitted by a university contact on behalf of current or existing students. Applications are typically developed by a student with help from their supervisor and submitted through a university's grants office.

Non-salaried Researcher Grants - Applications will only be accepted on behalf of Australian citizens. Researchers applying for a Non-salaried Researcher Grant can be affiliated with an appropriate institution[11] or can be unemployed or retired researchers.

Co-Funding Contributions

Grants for Honours and Masters Scholarships, PhD Scholarship Support Grants and Non-salaried Researcher Grants do not require a co-funding contribution.

All applicants for Research Grants, Early Career Research Grants and Postdoctoral Fellowship Grants are expected to provide a co-funding contribution worth at least 50% of the grant amount being sought through this grant opportunity. For example, a $10,000 (per annum) Research Grant requires a minimum $5,000 (per annum) co-funding contribution.

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[11] See glossary for an explanation of appropriate institution.

Postdoctoral Fellowship Grants require a fixed amount of $50,000 (GST exclusive) to be committed in co-funding annually.

Research Grants and Early Career Research Grants require a total of at least 50% in co-funding over the life of the grant but the spread of co-funding across the years is at the discretion of the host institution. As an example it may be judged for a $70,000 Research Grant that $20,000 in co-funding is needed in year one, $15,000 in year two and $0 needed in the third (final) year of the project as the final project write up requires no additional funding.

Applicants are required to provide co-funding support letters for all cash and salary co-funding contributions. The host institution will be responsible for administering and acquitting cash and salary co-funding contributions. In-kind support will be recognised but cannot be used as co-funding. There is no need to include co-funding support letters for 'in-kind' contributions, but if you are providing a letter for cash and/or salary co-funding you can list in-kind contributions on the same letter.

There are no restrictions on the source of co-funding contributions. However, applicants will need to be aware of the rules of other granting agencies, which may limit how funds they contribute can be used. If such limitations are required by the other granting agency, these should be listed in the co-funding support letter. If you have been awarded an Australian Research Council (ARC) Discovery Grant, which includes a salary component, you can nominate this amount as salary co-funding in your application.

Funding from previously awarded ABRS grants cannot be used as co-funding contributions to supplement new funding proposals. While contributions from overseas institutions are accepted, all co-funding contributions must be listed in both the Application Form, and in the co-funding support letters, in Australian dollars.

ABRS Grant Reports

Applicants must have submitted all reports for previous and current ABRS grants, due on or before the closing date of applications (11 December 2019) for their current application to be eligible. If reports are outstanding, applicants must attach these to the application when submitting.

Host Institutions

All Research Grants, Early Career Research Grants, Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants must be administered by an appropriate Australian host institution. Overseas institutions are not eligible, they can, however, partner with an Australian institution through Joint Investigators or other collaborators on the application, or through co-funding contributions.

Applications must include the contact details of the Research Grants Officer or equivalent, e.g. Grants Administrator, from the host institution. The host institution contact will be the primary contact for the Community Grants Hub and will be responsible for submitting the application on behalf of the host institution and the Principal Investigator.

If the application is successful, the host institution contact will be notified regarding the application and will have administrative responsibility for the grant, i.e. they will be responsible for managing the grant agreement on behalf of the host institution, including ensuring all reports are submitted to the Community Grants Hub in accordance with grant agreement milestones.

The Principal Investigator will also receive all notifications; however, it is the responsibility of the host institution contact and/or Principal Investigator to notify any other participants listed on the application (i.e. the Joint Investigators and other collaborators).

Successful applicants, typically a host institution's delegate, will be required to enter into a grant agreement with the Commonwealth. Researchers applying for a Non-salaried Researcher Grant do

not need to have the grant administered through a host institution; however this must be noted in the application form.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are an International Entity.

Applications for Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants are accepted on behalf of students only.

Postgraduate students are not able to apply as Principal Investigator.

Researchers who have completed a postgraduate research degree (other than a PhD) may apply for a Research Grant or an Early Career Researcher Grant as Principal Investigator; however, they cannot apply for a Postdoctoral Fellowship Grant.

4.4 What qualifications, skills or checks are required?

If you are successful the Principal Investigator will be responsible for ensuring the proposed project is conducted in accordance with the project details, project budget and in line with the timeframe associated with the application. The Principal Investigator is also responsible for ensuring that reports are completed and provided to the host institution contact for signing and submitting to the Community Grants Hub for progress reviews.

Principal Investigators are expected to have administrative attachment to an institution in order to gain access to facilities and material from collections. The normal criterion for being 'attached' is that the Principal Investigator is on an institution's payroll or is affiliated with an institution and intends to nominate that institution to administer the grant funds for the project.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible your project must fit within the scope of one of the funding categories listed at Section 3.1.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred in relation to the proposed research project. You must incur the expenditure on your project between the start date and end or completion date for your grant activity for it to be eligible.

Postgraduate students may receive stipends from the NTRGP funding provided, as well as other support such as fieldwork expenses and miscellaneous consumables.

For Honours and Masters Scholarships and PhD Scholarship Support Grants, all grant funding must be used to supplement research costs. Funding from these grants cannot be used to supplement daily living costs but can, however, be used for accommodation related to fieldwork.

Applicants for Postdoctoral Fellowship Grants may include their own postdoctoral salary if the institution is not already paying their salary. However, the ABRS does not designate rates for postdoctoral salaries. Rates will vary from institution to institution and the appropriate rate is that which is designated by the administering institution. Salary on-costs can be included up to a maximum of 28%.

When completing the application budget, salary (plus salary on-costs) may be included as co-funding. However, when applications are assessed, if two projects are of equal scientific merit a

project with a cash co-funding contribution will be weighted more heavily than that of a salary co-funding contribution.

Students/researchers should also include any 'in-kind' support from their host institution (if applicable).

5.3   What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- major capital expenditure or general infrastructure costs
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- salaries of curatorial staff of collection institutions that are carrying out their normal collection-related duties
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel
- other costs not directly related to the proposed research project, such as professional membership fees, fees for patent application and holding, visas, relocation costs, costs of dependants, insurance, mobile phones
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6.   The assessment process

6.1   Assessment criteria and questions

You must ensure the information provided in the application form addresses the following assessment criteria. We will assess your application based on the weighting given to each criterion detailed below.

The application form includes character limits – up to 6,000 characters (approx. 900 words) per field. The application form will not accept characters beyond the limit for each field. Please note spaces are included in the character limit.

Criterion 1 – Relevance of the project to ABRS and taxonomic science (40%)

Q1. Does the project adequately address the ABRS Research Priorities? (score out of 10)

It is expected that each application appropriately addresses at least one of the ABRS Research Priorities. The list of ABRS Research Priorities is provided at Appendix A.

Q2. Does the project benefit an ABRS resource or product? (score out of 10)

It is expected that each project has the potential to inform, direct and influence ABRS information products, including the *Australian Faunal Directory*, *Flora of Australia*, publications, identification keys and/or any other taxonomic communication tools.

Q3. Does the project adequately contribute to taxonomy and/or systematics research? (score out of 10)

Outside of ABRS related products, it is expected that successful research projects will adequately and positively contribute to the fields of taxonomy and/or systematics. This contribution is typically demonstrated by publications that include the description of new or the revision of existing taxa, e.g. publication of a new species. ABRS recognises that the scientific publication process typically takes many years and publication may occur sometime after the grant project comes to an end. Assessors will take this into account and applicants will need to demonstrate how progress towards publications will be made as part of the grant workplan.

Q4. Is the science of a good quality? (score out of 10)

It is expected that the potential activity under the project be of good, rigorous, defensible quality. Assessors consider whether an application will reflect positively on the ABRS, the capacity of the researchers and the host institution.

Criterion 2 – Feasibility of proposed research project (40%)

Q5. Is the budget appropriate and represents good value with money? (score out of 10)

Proposed budgets are compared by assessors to the proposed activity and expenditure profile. Does the funding requested represent good value with money?

Q6. Are the project outcomes adequately addressed? (score out of 10)

It is expected the applicant will clearly and succinctly describe what outcomes will be achieved through completion of the project.

Q7. Are the methods and project activity appropriate for success? (score out of 10)

Assessors will consider whether the methods proposed to complete the activity and meet the project objectives are appropriate. Do the methods represent an experienced and educated understanding of how project objectives can be met?

Q8. Is the timeframe of the project realistic? (score out of 10)

It is expected that project researchers can complete all activity, along with giving due attention to the administrative management of the project (reporting, etc.), within the timeframe of the project. Assessors will review whether the application demonstrates an overestimation of the time needed, and therefore possibly poorer value for money or whether an underestimation of the time needed is demonstrated, and therefore not likely to meet its objectives.

Criterion 3 – Capacity of researchers and/or institutions to deliver (20%)

Research Grants, Early Career Research Grants and Postdoctoral Fellowships are assessed for this criterion using the following questions:

Q9. Are the researchers and host institution appropriately experienced in delivering taxonomic projects (score out of 10)

It is expected that the proposed researchers are of appropriate expertise to complete their proposed project. It is also expected the host institution will be able to appropriately support the project in a research and administrative sense. Assessors will therefore review all proposed personnel and the capacity of the host institution in scoring against this question.

Q10. Grantee Track record in the activity (score out of 10)

Referring to the applicant's academic record, Curriculum Vitae, references and statements of skill and experience, assessors will review whether the applicant's track record with delivery is sound and suggests the proposed project will be successful.

Honours Scholarships, Masters Scholarships, PhD Scholarship Support Grants and Non-salaried Researcher Grants are assessed for this criterion using the following questions:

Q11. Is the student/researcher of sufficient experience/expertise? (score out of 10)

Assessors will judge whether the student/researcher is of sufficient experience/expertise to warrant grant funding. For students, performance demonstrated within academic transcripts is reviewed by assessors in answering this question. For Non-salaried researcher grants, assessment is made as to whether the researcher is suitable, considering project objectives and their track record in the field.

For Honours, Masters and PhD Scholarship Support Grants, it is also expected that the supervisor be appropriate to direct the student and assist with project objectives.

Q12. Will the student/researcher have access to appropriate institutional resources to complete the project? (score out of 10)

Access to appropriate institutional resources is important for the completion of any project. Assessors will consider whether the applicant has clearly identified their access to an institution, body or organisation that can provide this or facilitate access via a third party.

7.   How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and questions and answers.

These guidelines and other related information can be found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda[12] will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Multiple applications may be submitted by a host institution in any given grant round. However, there can be only one application submitted per student or researcher in any given grant round. If you submit more than one application for the same student or researcher, the latest accepted application form will progress.

If successful, the ABRS will award a maximum of three concurrent projects to a student or researcher. This means that any student or researcher listed as the main researcher (i.e. Principle Investigator) on any open ABRS grant, can have only three open grants[13] with the ABRS at any one time. However, students and researchers may be involved in other projects as Joint Investigators, Collaborators or other project participants.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments

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[12] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

[13] See glossary for an explanation of open grant.

- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 11 December 2019.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application 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 application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

7.1   Attachments to the application

The following document(s) must be attached to your application for it to be considered compliant and for it to proceed to assessment. Mandatory templates are provided for your use with the grant opportunity documents as specified:

- Project Budget – please complete the Budget template within the application form.
- Curriculum Vitaes (CVs) – All non-student applicants, including both principal and joint investigators, must include a copy of their most recent CV, which should not exceed four pages in length. CVs that exceed this length will be deemed non-compliant.
- Academic transcript (student applicants only) - Students must attach a PDF copy of their most recent academic transcript.
- Supervisor's CV (student applicants only) – a PDF copy of the CVs for all supervisors listed in the application must be included. Each CV must not exceed four pages in length. A single CV that exceed this length will render the application non-compliant.
- Co-funding Support Letters for Research, Early Career Research and Postdoctoral Fellowship Grants.
- Outstanding Reports from previous or current ABRS grants.
- Copy of notification confirming acceptance of PhD thesis for Postdoctoral Fellowship Grants.

If a mandatory template is not used your application will be considered non-compliant and will not proceed to assessment.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2Mb limit for each attachment.

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the Community Grants Hub website.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative[14] will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your project around July 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	Up to 10 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 July 2020

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[14] This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe
End date of grant activity	1-3 years after activity start date, depending on type of grant.

7.3 Questions during the application process

If you have any questions during the application contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the GrantConnect and Community Grants Hub websites.

The question period will close at 5:00PM AEDT on 4 December 2019. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a targeted competitive grant process.

If eligible, the ABRS will then assess your application against the assessment criteria (see Section 6) and against other applications. The ABRS evaluates applications for grants with the assistance of experts in the scientific community and will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.[15]

When assessing the extent to which the application represents value with relevant money, the ABRS will have regard to:

- the overall objective(s) to be achieved in providing the grant
- the standard or quality of the proposed project being submitted, including scientific rigor and methodology
- the extent to which the project costings are realistic and are commensurate with the proposed outcomes and likely benefits of the project.

8.2 Who will assess and select applications?

Commonwealth officials from the Community Grants Hub Assessment Centre will first determine eligible and compliant applications.

Eligible applications are then assessed by a Selection Advisory Panel (SAP) made up of external scientific experts to ensure that the project contributes to taxonomic and systematics research. Applicants may wish to indicate any person(s) they do not wish to be approached as assessors in relation to research projects, and these must be listed in the space provided in the application form.

External assessors, who are not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs. Any assessors involved in the review, assessment and

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[15] See glossary for an explanation of 'value with money'.

deliberation of applications are required to identify any conflict of interest (actual, perceived or potential). Subject to the level of conflict of interest, an assessor may be excluded from participating in the review, assessment and deliberation process relating to those applications.

If, due to an identified conflict of interest, less than two assessors are available to assess an application, additional external assessors may be used.

All external assessors are required to destroy their copy of the application and any supporting documentation after completing their assessment. This destruction must be by shredding or pulping, or, in the case of electronic records, rendering the copy unreadable.

The SAP may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The SAP may also consider information about you or your application that is available through the normal course of business.

The SAP will provide the external assessors recommendations to the ABRS who, in turn, will provide them to the delegated decision maker.

8.3   Who will approve grants?

The Minister for the Environment (the decision maker) decides which grants to approve based on the recommendations of the external assessors and the availability of grant funds for the purposes of the grant program.

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

- the approval of the grant
- the grant funding amount to be awarded.

There is no appeal mechanism for decisions to approve or not approve a grant. However, if an applicant wishes to appeal a decision made by the Community Grants Hub on the grounds of administrative procedures only, applicants may do so following the procedures below in Section 13.1.

9.   Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new grant application in any future grant opportunities under the program. You should include new or revised information to address any weaknesses that may have prevented your previous application from being successful.

9.1   Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available. This feedback is brief and intended to assist the applicant in improving future applications that may be submitted under future rounds of the NTRGP. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use different types of grant agreements for this grant opportunity. Our selection will depend on the associated risks and complexity of your project. In general, we would expect that the Commonwealth Standard Agreement would be used for Research Grants and Post-Doctoral Fellowship Grants and the Commonwealth Simple Agreement would be used for the other grant categories.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both the host institution's representative and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request, in writing, changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Intellectual Property (IP)

Under the terms of the grant agreement, all intellectual property rights in any material created by the grant recipient for the purpose of the grant activity will be held by the host institution, student or researcher. The host institution and researcher are required to make available the material created by the grant recipient under a Creative Commons Attribution License.

10.3 Specific legislation, policies, permits and industry standards

Permits

All collecting activities carried out as part of research funded or otherwise supported by the ABRS must be undertaken in full compliance with the laws and regulations of the States and Territories of the Commonwealth of Australia. There are substantial fines for illegal collecting in most States and Territories. A range of authorities in each of the States and Territories is responsible for the issuing of permits for biological collection. Relevant information may be obtained from the leading wildlife management agency, museum or herbarium in each State or Territory, which should be consulted, in any case, as part of the planning process.

Researchers proposing to make scientific collections from Indigenous Protected Areas as part of their project must first have permission from the relevant Traditional Owners (or their representatives) organisations. ABRS encourages researchers take account of the principles found in the *Engage Early* guidelines for better practice Indigenous engagement. If access to an IPA is

negotiated a letter of support or agreement from the relevant Traditional Owners must be included as part of the application.

Genetic Resources

A permit is required to collect biological samples for genetic/biochemical research in Commonwealth areas (including Commonwealth marine waters and Commonwealth biological collections). There are similar requirements in Queensland and the Northern Territory, and other States are considering the introduction of such measures. Contact details for each of the state and territory management authorities can be found on the Department's website.

Lodging of Specimens and Digital Records

All specimens collected and digital records created in relation to ABRS grant funded projects must be offered for lodgement with a recognised permanent collection such as a State or Territory wildlife management agency, museum or herbarium. Once a project commences, it is recommended this lodgement request be made as soon as possible.

Animal Ethics

Where the activity involves the collection, use or care of any living non-human vertebrate and in some cases invertebrate animals or tissue for scientific purposes, the student/researcher must obtain approval for such scientific purposes and methods. Approval must be obtained from a recognised animal ethics committee operating under the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. The student/researcher agrees to provide the Department with a certificate of compliance with the appropriate guidelines prior to the commencement of any such scientific activities.

Applicants should check the relevant requirements with the relevant State or Territory before proceeding.

10.4   How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- any other requirements.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5   Grant payments and GST

Payments will be Goods and Services Tax (GST) inclusive. If you are registered for the GST, where applicable, we will add GST to your grant payment and the institution will be expected to issue the Commonwealth a tax invoice in accordance with the GST Act.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek

assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

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

You must inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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

We also need to know of any 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 because of these changes.

Principal Investigator

If the Principal Investigator approved for a specific project is unable or unwilling, at any point during the funding agreement period, to continue with the project, the host institution must notify the Community Grants Hub in writing as soon as possible.

The host institution is responsible for finding an alternative researcher from the host institution willing and able to take Principle Investigator responsibility for the project. However, the suggested replacement must be approved by the Community Grants Hub prior to commencing work on the project. If a new Principal Investigator is found and approved by the Community Grants Hub, a Letter of Variation will be prepared by the Community Grants Hub and must be signed by both parties prior to the variation taking effect.

If a new Principal Investigator cannot be found or is not approved by the Community Grants Hub, the grant will be cancelled and all unspent funds must be returned to the Community Grants Hub within 60 days of the cancellation notification. A final report must also be provided to the Community Grants Hub, by the host institution, advising of the completed outcomes.

A Principal Investigator cannot relinquish responsibility for a grant in order to apply for another grant as Principal Investigator to avoid having more than three open grants with the ABRS at any one time.

Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants

If the student approved for a specific project is unable or unwilling, at any point during the grant agreement period, to continue with the project, the host institution must notify the ABRS in writing as soon as possible. Following such notification, the grant will be cancelled, and all unspent funds must be returned to the ABRS within 60 days of the cancellation notification. A final report must

also be provided to the ABRS, by the host institution, advising of the completed outputs and outcomes.

A student cannot relinquish responsibility for a grant in order to apply for another grant to avoid having more than three open grants with the ABRS at any one time.

Non-Salaried Research Grants

If the researcher approved for a specific project is associated with an institution and is unable or unwilling, at any point during the grant agreement period, to continue with the project, the host institution must notify the Community Grants Hub in writing as soon as possible. The host institution is responsible for finding an alternative researcher willing and able to take responsibility for the project. However, the suggested replacement must be approved by the Community Grants Hub prior to commencing work on the project.

If a new researcher is found and approved by the ABRS, a Letter of Variation will be prepared by the Community Grants Hub and must be signed by both parties prior to the variation taking effect.

If a new researcher cannot be found or is not approved by the ABRS, the grant will be cancelled and all unspent funds must be returned to the Community Grants Hub within 60 days of the cancellation notification. A final report must also be provided to the Community Grants Hub, by the host institution, advising of the completed outcomes.

A researcher cannot relinquish responsibility for a grant in order to apply for another grant to avoid having more than three open grants with the ABRS at any one time.

If a researcher approved for a specific project is NOT associated with an appropriate institution and is unable or unwilling, at any point during the grant agreement period to continue with the project, the grant will be cancelled and all unspent funds must be returned to the Community Grants Hub within 60 days of the cancellation notification. A final report must also be provided to the Community Grants Hub, advising of the completed outcomes.

12.2   Reporting

You must submit reports in accordance with the grant agreement. We will remind you of your reporting obligations before a report is due.

Successful applicants may be asked to submit Progress Reports, Final Reports and Financial Reports, plus any additional reports the ABRS or Community Grants Hub deems necessary. These reports can be completed by the student/researcher but must be submitted by the host institution contact.

However, if a researcher applying for a Non-salaried Researcher Grant is NOT affiliated with an institution, the researcher will be responsible for submitting reports directly to the Community Grants Hub.

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

If any report submitted for a project is considered by the Community Grants Hub to be unsatisfactory, the Community Grants Hub may ask for additional information in the form of a written request or a resubmission of the report.

If, at the end of a grant activity period, a project has not been completed and/or all of its outcomes met, the ABRS may grant, at its discretion, an extension to the activity period of up to 12 months to allow completion of the project. If, at the end of the extension period, the project has not been completed and/or all of its outcomes met, the Community Grants Hub may cancel the grant and

deem the student/researcher ineligible to apply for NTRGP grant funding under the next grant round.

The 'next grant round' is the next NTRGP grant round to open following such a cancellation. If an NTRGP grant round is open at the time of a cancellation, the decision will apply to that grant round as well as the next grant round.

12.3   Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. Requests to vary grant agreements, including extensions of time, must be received in writing from the host institution.

Such variations may be approved subject to the conditions listed in the grant agreement.

Should a variation be approved, a Letter of Variation will be prepared and must be signed by both parties in order for the variation to take effect. Variations will not be approved where there is a proposed change to the host institution or where significant changes need to be made to the project or its aims, objectives or outcomes.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.4   Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.5   Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

12.6   Acknowledgement

Successful applicants, students and researchers must ensure that financial support from the Australian Government, through the Australian Biological Resources Study, is acknowledged in any announcement, published extract, poster or paper.

13.   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 CGRGs.

These guidelines may be changed by the Department of the Environment and Energy. When this happens, the revised guidelines are published on GrantConnect and the Community Grants Hub websites.

13.1   Enquiries and feedback

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the ABRS has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the ABRS.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Applicants and students/researchers are required to declare as part of their application any existing conflicts of interest or that, to the best of their knowledge, no conflict of interest exists that would impact on or prevent the applicant, students or researchers from proceeding with the project or any grant agreement it may enter into with the Department of the Environment and Energy.

Where an applicant or student/researcher subsequently identifies that an actual, perceived, or potential conflict of interest exists or might arise in relation to this application for funding, the applicant or student/researcher must inform the Community Grants Hub in writing immediately.

A conflict of interest may exist, for example, if the applicant or any of its personnel (including the student/researcher) has a relationship:

- with a party who is able to influence the application assessment process, such as an Australian Government officer (whether the relationship is professional, commercial or personal)
- or an interest in, an organisation which is likely to interfere with or restrict the student/researcher in carrying out the proposed activities fairly and independently
- or an interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the NTRGP.

If a conflict of interest arises with the applicant, student or researcher, they must have in place documented processes for managing such conflicts of interest. The Community Grants Hub may request at any time to view such documentation.

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*. Selection Advisory Panel members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the Community Grants Hub website.

13.3 Privacy

We treat your personal information according to the _Privacy Act 1988_ and the Australian Privacy Principles. This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the _Privacy Act 1988_ and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the ABRS would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, state, territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary

- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5   Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act)*.*

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
                Government and Executive Services Branch
                Department of Social Services (DSS)
                GPO Box 9820
                Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013*
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
applicant	the host institution who will submit the application on behalf of the researcher.
appropriate institution	includes Australian museums, herbaria, universities and other government agencies that have some focus on the science of taxonomy and systematics. These institutions can provide access to basic library collections, office accommodation, basic computing facilities, standard reference materials or funds for abstracting services; and use of photocopiers, telephones, email, etc. It does not include private organisations or consultants.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
cash co-funding	money provided only for the proposed project, either by the institution or an external source. If it is used to fund a salary, then that salary is dependent on the success of the application and the worker would not otherwise be employed.
commencement date	the expected start date for the grant activity.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the project and the appropriation for outcomes associated with it.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
date of effect	can be the date on which a grant agreement is signed or a specified starting date.
decision maker	the person who makes a decision to award a grant.
early career researcher	An applicant who has completed their tertiary studies no more than five years from the date of application's submission.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[16] or other Consolidated Revenue Fund (CRF) money[17] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.

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[16] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

[17] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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 [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
host institution	the institution at which the researcher will be based and who will manage the grant on behalf of the researcher.
in-kind contributions	contributions that, as part of a commitment to a research project, would normally involve a monetary fee-for-service contribution but are instead provided in the form of services, facilities or consumables. Examples of in-kind contributions include: • curatorial support for collections • research technician support • IT support • use of equipment, including sequencing machines • access to libraries • bench fees • office space • use of institution vehicles, field equipment, etc.
open grant (round)	a grant that has a grant agreement activity period end date beyond the close date of the current round and/or has any outstanding reports, including final reports and financial acquittals that have not been received and accepted by the ABRS.
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement, 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.

Term	Definition
principal investigator	the researcher undertaking the project and who has scientific and intellectual responsibility for the conduct of the project. The principal investigator is responsible for ensuring the proposed project is conducted in accordance with the project details, project budget and in line with the timeframe associated with the application. If successful, the principal investigator is also responsible for ensuring that reports are completed and provided to the host institution contact for signing and submitting to the ABRS.
researcher	the researcher undertaking the project.
salary co-funding	wages or salary received by a researcher who is already employed, either part time or full time, by an institution and whose position is not dependent on the success of the grant application.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific perspective of scientific peer review.
taxon, plural taxa	any unit used in the science of biological classification, or taxonomy. Taxa are arranged in a hierarchy from kingdom to subspecies, a given taxon ordinarily including several taxa of lower rank. In the classification of protists, plants, and animals, certain taxonomic categories are universally recognized; in descending order, these are kingdom, phylum (in plants, division), class, order, family, genus, species, and subspecies, or race.

Term	Definition
value with money	refers to 'value with relevant money' which 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.
	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 the:
	• quality of the project proposal and activities;
	• fit for purpose of the proposal in contributing to government objectives;
	• absence of a grant is likely to prevent the grantee and government's outcomes being achieved
	• potential grantee's relevant experience and performance history.

Appendix A. Priority Areas for Research Grants

Projects funded under the National Taxonomy Research Grant Program must have public good focus and support for Department's Science, Information and Research Program (Program 1.2)[18] and/or the broader Australia's National Science Statement[19]. To guide the support for these high level outcomes, the following criteria are used by ABRS to determine whether a project will be eligible for an ABRS grant:

1. Biodiversity, Conservation and Vulnerable and Endangered Species

2. Public, Plant, Animal and Environmental Health

3. Building Taxonomic Capacity

1. Biodiversity, Conservation and Vulnerable and Endangered Species

Through their work, taxonomists provide information that is fundamental to the understanding and management of our biological world. To be considered for ABRS funding under this criterion, the researcher is required to demonstrate that the intended project will encompass one or more of the following four areas:

1.1   Documenting Australia's Biodiversity

Studies that contribute to discovery and knowledge of Australia's biodiversity, through identification, revision and documentation of understudied taxonomic groups.

This may include, for example, studies of taxonomic groups in largely unexplored habitats or molecular projects that make genetic information publicly available.

For flora groups in 2020-21 - funding priority under this Subcriterion will be given to taxonomic revisions and treatments that contribute information to the *Flora of Australia* and the *Bryophytes of Australia* projects on the e-Flora platform – for any of the taxa listed in the Final Priority Plant Taxa List at Appendix B.

1.2   Conservation

Taxonomic research that provides critical underpinning data on the response of biota to human-induced change, for conservation, for planning or for the rehabilitation of degraded environments.

This may include, for example, taxonomic or systematic research on a group likely to be effective as an indicator of climate change, or focused taxonomic research on a region subject to major development.

1.3   Vulnerable and Endangered Species

Taxonomic research that contributes to a greater knowledge of Australia's vulnerable and endangered biological heritage, especially that listed under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

This may include, for example, a revision of a genus to clearly establish the taxonomic position and conservation status of a previously undescribed species, related to species currently listed under the EPBC Act.

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[18] Commonwealth of Australia (2019) *Portfolio Budget Statements 2019-20 Budget Related Paper No. 1.6: Environment and Energy Portfolio*. Available at: https://www.environment.gov.au/about-us/accountability-reporting/budget-statements.

[19] Commonwealth of Australia (2017) *Australia's National Science Statement 2017*. Available at: https://publications.industry.gov.au/publications/nationalsciencestatement.

1.4   Identifying Australia's Biodiversity

Tools and products that contribute to the identification of Australia's biodiversity.

This may include, for example, an identification key for a taxonomic group at a national scale.

For flora groups in 2020-21 - funding priority under this Subcriterion will be given to tools and products developed that relate to the *Flora of Australia* or the *Bryophytes of Australia* projects on the e-Flora platform – for any of the taxa listed in the Final Priority Plant Taxa List at Appendix B.

2. Public, Plant, Animal and Environmental Health

This criterion focuses on a range of research activities relevant to protecting or benefiting Australians and Australia's natural resource industries and its environment from elements of the Australian biota. To be considered for ABRS funding under the criterion of Public, Plant and Animal Health, the researcher is required to demonstrate that the proposed project contributes to one of the two following areas:

2.1   Public, Plant and Animal Health

Taxonomic research on native species that are, or have the potential to become, pests or agents of disease, or may be venomous or toxic and thereby threaten public, plant or animal health in Australia.

This may include the Australian component of a large taxonomic group that has non-indigenous representatives constituting a significant biosecurity risk, where there is a need to be able to distinguish between native and exotic species.

2.2   Environmental Health

Taxonomic studies that focus on Australian organisms that may aid in the rehabilitation, resilience or productivity of natural or cultivated environments.

This may include projects that identify and document beneficial species within natural ecosystems, crops, pastures or waterways, e.g. soil crusts, algal colonies, nitrogen-fixing plants or invertebrates that play an ecosystem service.

3. Building Taxonomic Capacity

This criterion focuses on support for training and/or recruitment of taxonomists, especially for research on critical taxonomic groups.

To be considered for ABRS funding under this criterion, the researcher is required to demonstrate that the proposed project will encompass one or more of the following three areas:

3.1   Training of Early Career Researchers

Taxonomic studies that include clearly specified opportunities for capture and passage of skills and information from professionals (employed, retired or unemployed) to younger colleagues, students or early career researchers.

This may include a project where there is a component that includes a clearly documented opportunity for passing knowledge from a more senior taxonomist to an early career researcher.

3.2   Knowledge Management

Taxonomic studies that include clearly specified opportunities for capture and passage of skills and information from retired or unemployed professionals to former colleagues, students or the broader Australian public.

This may include the development of a peer reviewed book, diagnostic key or website that improves our understanding of a taxonomic group, collection history or other aspects of the Australian biota.

3.3 Exchange of International Expertise

Projects that facilitate international exchange of research expertise and training in areas that will boost Australia's taxonomic capacity.

The lasting benefits to Australian taxonomy must be clearly specified and must include capacity building.

For example, support may be sought for salary and travel costs to bring an international expert to Australia or to enable an Australian researcher to train overseas.

Appendix B. 2020-21 Priority Algae, Fungi and Plant List

Old ABRS Volume #[i]	Class/Order	Family	Tribe/other	Approximate number of taxon profiles needed for eFlora platform projects	
				Genus profiles	Species profiles
5	Caryophyllales	Montiaceae		2	60
5	Caryophyllales	Portulacaceae		6	20
6	Dilleniales	Dilleniaceae		3	300
8	Capparales	Brassicaceae		59	197
9	Ericales	Ebenaceae		1 (*Diospyros*)	22
9	Ericales	Ericaceae	Tribe Styphelieae (excl. *Melichrus*)	18	420+
9	Ericales	Ericaceae	Various genera (excl. subfam. Epacridoideae)	7	40
9	Ericales	Sapotaceae		10	31
9	Ericales	Symplocaceae		1 (*Symplocos*)	19
10	Rosales	Cunoniaceae (incl. Davidsoniaceae)		17	38
13,14,15	Fabales	Fabaceae	subfam. Papilionoideae sensu LPWG (2017)[ii] – various genera	136	1,500

Old ABRS Volume #[i]	Class/Order	Family	Tribe/other	Approximate number of taxon profiles needed for eFlora platform projects	
				Genus profiles	Species profiles
20B	Myrtales	Myrtaceae	Kanieae	6	c. 10
20B	Myrtales	Myrtaceae	Syzygieae	1 (*Syzygium*)	70
20B	Myrtales	Myrtaceae	Myrteae	12	78
21A&B	Myrtales	Myrtaceae	Chamelaucieae	25+	800+
27	Geraniales	Geraniaceae		3	40
27	Apiales	Araliaceae		17	128
27	Apiales	Apiaceae		34	67
30	Solanales	Menyanthaceae		4	27
30	Lamiales	Boraginaceae		26	172
31	Lamiales	Byblidaceae		1 (*Byblis*)	8
31	Lamiales	Lamiaceae		44	750
32	Plantaginales	Plantaginaceae		22	148
32	Scrophulariales	Scrophulariaceae (+ Myoporaceae)	Various genera	18	200
32	Scrophulariales	Oleaceae		8	50
33	Scrophulariales	Bignoniaceae		10	40
34	Campanulales	Campanulaceae		8	110
36	Rubiales	Rubiaceae	*Opercularia, Pomax*	2	20
38	Asterales	Asteraceae	Gnaphalieae	84	481
38	Asterales	Asteraceae	Astereae	30	330
38	Asterales	Rousseaceae		4	5
(38)	Escalloniales	Escalloniaceae		4	12
41-42	Cyperales	Cyperaceae		53	600
47	Orchidales	Orchidaceae	Various genera	110	800
51-53	Bryophytes	Various families of mosses, liverworts and hornworts (136 families)		433	1778
Various	Algae	All families		unknown	unknown

Old ABRS Volume #[i]	Class/Order	Family	Tribe/other	Approximate number of taxon profiles needed for eFlora platform projects	
				Genus profiles	Species profiles
No existing volumes	Fungi	All c. 350 families (except existing treatments of the smut fungi, the families Hygrophoraceae and Inocybaceae and the genus *Septoria*)		c. >1500 known genera	c. >8000 described species
No existing volumes	Lichens, Arthoniales	Arthoniaceae, Melaspileaceae, Roccellaceae		36	unknown
No existing volumes	Lichens, Dothideomycetid ae incertae sedis	Arthopyreniaceae, Microtheliopsidaceae, Mycoporaceae, Naetrocymbaceae, Pyrenothricaceae		10	unknown
No existing volumes	Lichens, Pyrenulales	Monoblastiaceae	All genera (except Anisomeridium)	5	unknown
No existing volumes	Lichens, Mycocaliciales	Mycocaliciaceae, Sphinctrinaceae		3	unknown
No existing volumes	Acarosporales	Acarosporaceae	All genera	5	unknown
No existing volumes	Lichens, Agyriales	All families (except Pertusariaceae)		13	unknown
No existing volumes	Lichens, Baeomycetales	Trapeliaceae	All genera	11	unknown
No existing volumes	Lichens, Ostropales and Ostropomycetid ae incertae sedis	All families (except Graphidaceae, Arthrorhaphidaceae, Porinaceae, Sarrameanaceae)		33	unknown
No existing volumes	Lichens, Lecanorales	Biatorellaceae, Calycidiaceae, Carbonicolaceae, Catillariaceae, Crocyniaceae, Lecanoraceae p.p., Malmideaceae,		67	unknown

Old ABRS Volume #[i]	Class/Order	Family	Tribe/other	Approximate number of taxon profiles needed for eFlora platform projects	
				Genus profiles	Species profiles
		Megalariaceae, Mycoblastaceae, Pilocarpaceae, Psoraceae, Ramalinaceae, Scoliciosporaceae Sphaeophoraceae			
No existing volumes	Lichens, Peltigerales	Placynthiaceae, Massalongiaceae		3	unknown
No existing volumes	Lichens, Teloschistales	Caliciaceae, Megalosporaceae, Teloschistaceae		11	unknown
No existing volumes	Lichens, Lecanoromyceti dae incertae sedis	Elixiaceae, Lecideaceae, Sporastatiaceae, Vezdaeaceae		14	unknown
No existing volumes	Lichens, Lichinales	All families (except Peltulaceae, Aphanopsidaceae)		12	unknown
No existing volumes	Bryophytes, Pottiales	Pottiaceae	All genera	20	unknown
No existing volumes	Bryophytes, Hypnales	Amblystegiaceae, Hypnaceae, Pterobryaceae	All genera	20	unknown
No existing volumes	Bryophytes, Grimmiales	Grimmiaceae	Grimmia	1	unknown
No existing volumes	Bryophytes, Dicranales	Dicranaceae	*Dicranella*	1	unknown
No existing volumes	Bryophytes, Marchantiophyta	All families (except Radulaceae, Plagiochilaceae, Lejeuneaceae subfamily Ptycanthoideae, *Bazzania, Acromastigum* and *Telaranea*)		126	786

[i] Includes Flora of Australia, Fungi of Australia or Algae of Australia book series

[ii] Legume Phylogeny Working Group (2017), A new subfamily classification of the Leguminosae based on a taxonomically comprehensive phylogeny, *Taxon* 66 (1): 44–77.