



Australian Government

Community  
Grants Hub

Improving your grant experience

Australian Biological Resources Study

# National Taxonomy Research Grant Program

## Activity Work Plan

The Australian Biological Resources Study (ABRS) National Taxonomy Research Grant Program (NTRGP) provides grants for taxonomic research. Grants are awarded for research projects where the primary aim is to undertake taxonomic research on the Australian biota or to develop products that aid in the dissemination of taxonomic information. The program also supports projects that build Australian taxonomic capacity.

The NTRGP is managed through the Community Grants Hub (CGH).

## Important

For specific dates for submission of reports, please refer to your grant funding agreement or contact the CGH on:

Email: [DAWE.Manage@communitygrants.gov.au](mailto:DAWE.Manage@communitygrants.gov.au)

**Please note:** That planned activities and output will be monitored during the project. Explanations for missing details may be requested from reviewers.

**Failure to deliver outputs without explanation will influence eligibility for future grants.**

Activity Work Plans must be lodged with the CGH by email. All emailed reports must include a PDF of the signature page.

**Do not delete any part of this form.**

Please ensure you complete this form using Arial 11 point font.

Complete this form as per the funding agreement and application form.  
For further guidance go to the following CGH website:

<https://www.dss.gov.au/node/41396>

## Activity ID

Please enter your Activity ID. If you are unsure of your Activity ID, please contact the CGH.

## Project title

Please enter your project title as per your funding agreement.

## Host institution details

Please enter the name of the host institution and the contact details of the relevant administration contact, that is, Grants Administrator, including name, title, phone number and email address.

<b>Host institution</b>	
<b>Full name</b> (including salutation)	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	

## Principal investigator details

Please enter the details of the Principal Investigator on the project. If these details have not changed, please enter only the name of the Principal Investigator.

<b>Full name</b> (including salutation)	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

## Commencement

Has this project commenced?

If yes, when:

If no, please state reasons:

## Project aims

Please enter the aims of the activity. Your project aims should be copied from your *Application Form*.

## Work plan and outputs

Outline an intended plan of work including commencement and completion dates for each aspect of the project and expected outputs. Your work plan should be copied from your *Application Form*. Any modifications to your work plan must be clearly indicated and a concise explanation given.

e.g. literature research, field trips, lab work; yearly, quarterly, monthly or as appropriate; stages?

Please complete the certification on the following page.

# Certification

## Principal Investigator

I, the **Principal Investigator**, certify to the best of my knowledge that all the details in this Activity Work Plan are true and complete at the time of submitting to the host institution.

Full Name: \_\_\_\_\_

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Signature

Date

## Host institution

I, as the **responsible officer representing the host institution**, certify to the best of my knowledge that all the details in this Activity Work Plan are true and complete at the time of submitting to the CGH.

Full Name: \_\_\_\_\_

Title/Designation: \_\_\_\_\_

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Signature

Date

Please note that electronic signatures may be included but that the Certification page must be provided to the CGH as a PDF, either as part of the full report or as a separate attachment.

Completed reports should be returned to the CGH at:

Email: [DAWE.Manage@communitygrants.gov.au](mailto:DAWE.Manage@communitygrants.gov.au)