



# Australian Biological Resources Study National Taxonomy Research Grant Program (Round 3) Grant Opportunity Guidelines

<b>Opening date:</b>	1 November 2021
<b>Closing date and time:</b>	9:00 pm AEDT on 10 December 2021.
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity:</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 pm AEDT on 3 December 2021.
<b>Date guidelines released:</b>	1 November 2021
<b>Type of grant opportunity:</b>	Targeted competitive

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# 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 the Department of Agriculture, Water and the Environment's Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances, and coordination of climate change adaptation strategy and climate change science activities. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



## **The grant opportunity opens**

We publish the grant guidelines on the [GrantConnect](#) and [Community Grants Hub](#) websites.



## **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.



## **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 for money and compare it to other applications.



## **We make grant recommendations**

We provide advice, through the selection advisory panel, to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker (Minister for the Environment) decides which applications are successful.



## **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.



## **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.



### 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 (NTRGP or the 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 to apply for a grant
- 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 Agriculture, Water and the Environment (the department).

## 2. About the grant program

The Australian Biological Resources Study (ABRS) is a unit within the department. For nearly 50 years, the ABRS has been the national focal point for taxonomy and systematics – the science of discovering, naming and classifying Australia’s living organisms. The ABRS facilitates taxonomic research and disseminates authoritative taxonomic information. Through these activities, the ABRS supports the science and decision-making essential for biodiversity conservation.

The NTRGP provides grants for taxonomy and systematics research (herein referred to as taxonomy), training and/or recruitment of taxonomists. This contributes to the department’s Environmental Information and Research Program (Program 1.2)<sup>1</sup> and the broader Australian National Science Statement<sup>2</sup>.

Grants are awarded for projects with the primary aim of undertaking research into the taxonomy of the Australian biota. The ABRS has 3 *Priority Areas for Research Grants* that aim to increase knowledge fundamental to the understanding and management of the Australian biota. Submitted applications are required to address at least one of these 3 areas.

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<sup>1</sup> Commonwealth of Australia (2021) [Portfolio Budget Statements 2021–22](#).

<sup>2</sup> Commonwealth of Australia (2017) [Australia’s National Science Statement 2017](#).

1. **Biodiversity, Conservation, and Vulnerable & Endangered Species** - Studies considered under this criterion would be those that:
  - Document Australia's biodiversity, such as revision of poorly studied taxa
  - Facilitate conservation efforts
  - Increase knowledge of vulnerable or endangered species
  - Develop tools to aid in identification of Australia's biodiversity
2. **Public, Plant, Animal and Environmental Health** - Taxonomic projects that focus on protecting Australians and our natural environment from elements of the Australian biota that may become pests, and projects that may aid the rehabilitation, resilience, or productivity of natural or cultivated environments.
3. **Building Taxonomic Capacity** - Projects that support training of early career researchers (e.g., PhD students), and those facilitating knowledge management (e.g., transfer of skills from retired taxonomists to junior colleagues).

We aim to support the highest quality research in the field of taxonomy and systematics that also aligns strongly with the ABRS *Priority Areas for Research Grants*. Further details can be found in Appendix A.

Seven grant categories are available to applicants 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 available to support tertiary students studying taxonomy, including Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants. Non-Salaried Researcher Grants are available to allow the completion of projects by non-salaried researchers. The maximum number of grants in each category varies each year based on the funding available (see Section 3.1) and the quality of applications.

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

- improve our 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 Community Grants Hub administers the program according to [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

## 3. Grant amount and grant period

### 3.1 Grants available

The Australian Government has committed ongoing funding of \$2,030,000 annually for the National Taxonomy Research Grant Program. For this grant opportunity up to \$1,695,000 (GST exclusive) is available over 3 years, with up to \$565,000 (GST exclusive) available in the first year (2022–23 financial year) for new grants commencing 1 July 2022.

Grant applications will be considered for the categories and their associated maximum amounts, eligibility requirements and periods listed in Table 1 below.

The amounts specified for Research Grants are the maximum amounts available. Applicants are expected to submit a 3-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.

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

Funding for scholarships, PhD Scholarship Support Grants and Postdoctoral Fellowships are set amounts. Where a student applies for an Honours or Masters Scholarship and chooses to study part-time, funds will be split over the 2 years.

<sup>3</sup> See section 4.1 and 4.2 for full details on eligibility.

The ABRS may vary the proportion of funds available under each round of the program based on funding received, prior round commitments and the number of applications received per stream. The remaining funds are used to meet prior round commitments for existing grant projects from the previous 2 rounds and for other ad hoc grants and contracts.

Co-funding is a requirement of Research Grants, Early Career Researcher Grants and Postdoctoral Grants. The co-funding amount must be a minimum of 50% of ABRS annual payments, for example, if \$30,000 is sought in year one, 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.

### **3.2 Grant period**

The maximum grant period for Research Grants and Postdoctoral Fellowship Grants is 3 years. The maximum grant period for PhD Scholarship Support Grants is 2 years. The maximum grant period for Honours and Masters Scholarships is 2 years (one year for full time study and 2 years for part-time study). The period for Early Career Research Grants can be either one or 2 years. The maximum period for Non-salaried Researcher Grants is one year. The ABRS may approve an extension as outlined in section 12.4.

Typically grant periods commence each year on 1 July.

## **4. Eligibility criteria**

### **4.1 Who is eligible to apply for a grant?**

For the purpose of the NTRGP, the applicant is the host institution that submits the application, or the individual submitting a Non-Salaried Researcher Grant application.

The principal investigator on an application, or student for Honours, Masters and PhD Scholarships, must be associated with, and employed or hosted by, an appropriate institution. The principal investigator on a Non-Salaried Researcher Grant must be a retired or unemployed Australian citizen (person). Appropriate institutions include, but are not limited to, Australian museums, herbaria, universities and other government agencies that support taxonomic research. An institution supporting a principal investigator/student must have an interest and capacity to support taxonomic research. There is no limit on the number of applications that an institution can submit, provided all investigators are eligible to apply for grants. Only one application per student or researcher can be submitted per grant round (see section 7 for more information).

ABRS will award a maximum of 3 concurrent projects to a student or researcher. This means that only principal investigators or students who have 2 or fewer current NTRGP grants awarded are eligible to apply for additional projects. Current NTRGP grants are considered those for which the final report has not been submitted and accepted by ABRS. There is no limit to how many projects a researcher may be listed on as a joint investigator, provided their overall workload for NTRGP grants is not greater than 1.0 FTE.

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<sup>4</sup> Research Grants up to 2019–20 were only available as 4 different fixed amounts (\$30,000, \$105,000, \$210,000 and \$270,000 (GST exclusive)). From 2020–21 applicants were 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 3 years, up to a maximum of \$90,000 within a single year to better match research activity, for example, an applicant might seek \$70,000 over 3 years – \$20,000 in year one, \$10,000 in year 2 and \$40,000 in year 3.



To be eligible the applicant must be one of the following entity types:

- Indigenous Corporation
- Company<sup>5</sup>
- 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<sup>6</sup>
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity
- Partnership<sup>7</sup>
- Person<sup>8</sup>
- Unincorporated Association

If you are applying as a Trustee on behalf of a Trust<sup>9</sup>, the Trustee must have an eligible entity type as listed above.

## 4.2 Additional eligibility requirements

### For Research, Early Career Research and Postdoctoral Fellowship Grants

**Principal investigator** – The principal investigator on an application must be 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.

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<sup>5</sup> Company is a company incorporated under the [Corporations Act 2001](#) (Cth).

<sup>6</sup> Includes New South Wales local governments created as body politics.

<sup>7</sup> 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.

<sup>8</sup> A person is a natural person, an individual, a human being.

<sup>9</sup> 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. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

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.

**Early Career Research Grant** – Along with the requirements listed above, the principal investigator on an Early Career Research Grant application must have completed their postgraduate studies (degree awarded) no more than 5 years from the closing date of application submissions. Principal investigators who completed their postgraduate studies more than 5 years ago but experienced an allowable career interruption may be eligible to apply. Allowable career interruptions may be for medical reasons, carer's responsibilities, primary care/parental leave for children, unemployment or employment not concurrent with research employment. The time period which can be claimed must be commensurate with the time frame for the interruption. All applicants seeking approval of an allowable career interruption must contact the Community Grants Hub to confirm their eligibility to apply prior to completing an application form.

**Postdoctoral Fellowship Grant** – Postdoctoral Fellows must be the principal investigator for the application to be eligible and must have had their PhD thesis accepted within 8 years of the closing date of application submissions.

Principal investigators on 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 submission of the application. A copy of this notification must be included with the submission of the application (that is, a letter from the administering institution stating that the thesis has been accepted for examination). In addition, the principal investigator on 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.

Principal investigators who completed their doctoral studies more than 8 years ago but experienced an allowable career interruption may be eligible to apply. Allowable career interruptions may be for medical reasons, carer's responsibilities, primary care/parental leave for children, unemployment or employment not concurrent with research employment. The time period which can be claimed must be commensurate with the time frame for the interruption. All applicants seeking approval of an allowable career interruption must contact the Community Grants Hub to confirm their eligibility to apply prior to completing an application form.

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 (from a host institution) on behalf of students who hold Australian citizenship or 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. PhD students must have secured an RTP Scholarship that commenced in the current calendar year (for example, the PhD student listed on a PhD Scholarship Support Grants application submitted by 10 December 2021 must have received an RTP Scholarship that commenced in 2021).

**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 (if applying via a host institution) or from Australian citizens. Researchers applying for a Non-salaried Researcher Grant can be affiliated with an appropriate institution<sup>10</sup> 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.

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 2 and \$0 needed in the third (final) year of the project as the final project write up requires no additional funding.

Applications must include support letters confirming cash and salary co-funding contributions. The applicant (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 (10 December 2021) for their current application/s to be eligible. If reports are outstanding, applicants must attach these to the application/s when submitting.

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<sup>10</sup> See glossary for an explanation of appropriate institution.

## 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, but they can 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, for example, 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, that is, 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 (that is, 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.

## Authorised contacts

All correspondence about a grant application, including outcome notifications, or resulting grant agreement must be initiated by the 2 authorised contact/s given on the application form. This will typically be the host institution delegate and the principal investigator. This means that, unless they are listed as an authorised contact, the person completing the application may no longer be contacted after submission.

### 4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are an:

- International Entity
- Organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'

Applications for Honours Scholarships, Masters Scholarships and PhD Scholarship Support Grants are accepted (from host institutions) on behalf of students only.

Postgraduate students cannot be listed as principal investigator on an application, except for Honours, Masters and PhD Scholarship Grant applications.

Researchers who have completed a postgraduate research degree (other than a PhD) can be the principal investigator on a Research Grant or an Early Career Researcher Grant; however, they cannot apply for a Postdoctoral Fellowship Grant.

## 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, and align with the Priority Areas of ABRS and key outcomes as stated in Section 2 and set out in Appendix A.

### 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 Research Grant funding provided, as well as for 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 2 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:

- international travel
- purchase of land
- major capital expenditure or general infrastructure costs (for example, lab upgrades, purchases of equipment)
- 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
- 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. Stipends can only be associated with a student attached to a Research Grant (see above section 5.2).

- 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 criteria

You must address all of the following assessment criteria in the application. 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 (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. 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 *Priority Areas for Research Grants*. The list of *Priority Areas for Research Grants* is provided at [Appendix A](#). Projects that satisfy more criteria AND provide reasonable justification should be ranked higher than those who do not.

#### **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, for example, 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 work plan.

#### **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.

Scores (out of 10) are assigned for each criterion as detailed below:

Rating	Assessment	Risk Level	Score
Excellent	Exceeds requirements in all ways.	Very little or no risk	<b>9-10</b>
Highly Satisfactory	Meets requirements in all ways, exceeds in some.	Little risk involved	<b>7-8</b>
Satisfactory	Meets the requirements and is workable	Acceptable risk	<b>5-6</b>
Marginal	Nearly meets requirements, workable but may be deficient or limited in some areas.	Higher than acceptable risk	<b>3-4</b>
Poor	Applicant has no understanding of requirements, or there is insufficient information to assess.	Unacceptable risk	<b>0-2</b>

## 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 documents are found on the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>11</sup> 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 principal investigator in any given grant round. If you submit more than one application for the same student or principal investigator, the latest accepted application form will progress.

If successful, the ABRS will award a maximum of 3 concurrent projects to a student or principal investigator. This means that any student or principal investigator on any open ABRS grant, can have only 3 open grants<sup>12</sup> with the ABRS at any one time. However, students and principal investigators may be involved in other projects as joint investigators, Collaborators or other project participants.

To apply, you must:

- complete the online application form on the [GrantConnect](#) or [Community Grants Hub website](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application(s) to the Community Grants Hub by 9:00 pm AEDT on 10 December 2021.

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<sup>11</sup> Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

<sup>12</sup> See glossary for an explanation of open grant.



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 Act 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](mailto:support@communitygrants.gov.au). The Community Grants Hub does 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

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified.

- Curricula vitae (CVs) – Applications must include a curriculum vitae of no more than 4 pages in length, for all nominated principal and joint investigators (but not students). A single CV that exceeds 4 pages will be deemed non-compliant and the application ineligible.
- 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 4 pages in length. A single CV that exceeds this length will render the application non-compliant and ineligible.
- Co-funding Support Letters for Research, Early Career Research and Postdoctoral Fellowship Grants.
- Outstanding reports from previous or current ABRS grants (see section 4.2).
- 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 2 MB 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 3 calendar days after the grant opportunity has closed.

The delegate or their appointed representative<sup>13</sup> 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 in July 2022.

Table 2: 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 2022
End date of grant activity	1 to 3 years after activity start date, depending on type of grant.

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<sup>13</sup> This may be the Hub delegate or nominated staff member at the EL2 level or above.

### **7.3 Questions during the application process**

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

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 pm AEDT on 3 December 2021. 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**

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

We will assess all applications for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through a targeted competitive grant process.

### **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 [Commonwealth Grants Rules and Guidelines](#) (CGRGs). Any assessors involved in the review, assessment and 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 2 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.

**The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.**

### **8.3 Who will approve grants?**

Based on the value of the grant round, and in line with the department Financial Delegations, the Minister for the Environment will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the SAP, taking into consideration any further information that may become known, including 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
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

## **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 application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any 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 access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available upon request. Applicants seeking individual feedback should submit requests to the department (ABRS): [ABRSgrants@environment.gov.au](mailto:ABRSgrants@environment.gov.au). Requests for individual feedback will only be accepted within 30 days of receipt 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 will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on the 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.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

You will have 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 delegate 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 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 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 (IPA) 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 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 issue you with a [tax invoice](#).

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 no later than 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.

We 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.

You must also 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.

#### 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 principal investigator responsibility for the project. However, the suggested replacement must be approved by the department prior to commencing work on the project. If a new principal investigator is found and approved by the department, 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 department, the grant will be terminated and all unspent funds must be returned to the Community Grants Hub within 60 days of the termination 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 3 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 department (ABRS: [ABRSgrants@environment.gov.au](mailto:ABRSgrants@environment.gov.au)) in writing as soon as possible. Following such notification, the grant will be terminated, and all unspent funds must be returned to the ABRS within 60 days of the termination 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 3 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 department prior to commencing work on the project.

If a new researcher is found and approved by the department, 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 department, the grant will be terminated and all unspent funds must be returned to the Community Grants Hub within 60 days of the termination 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 3 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 terminated and all unspent funds must be returned to the Community Grants Hub within 60 days of the termination 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. principal investigators are responsible for ensuring that reports are submitted by the dates outlined in the grant agreement. Reports can be completed by the principal investigator/ student but must be submitted by the host institution contact. 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.

We will provide templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- expenditure of the grant

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

We will monitor progress by assessing the submitted reports. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

### Activity Work Plan

You must submit a completed Activity Work Plan on the template provided with your grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.



Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

### **Progress reports**

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- explain any delays or risks of delays in your progress
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

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

### **Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### **Final report**

When you complete the project, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

## **12.3 Financial declaration**

### **Financial declaration**

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

## **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

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.

## **12.5 Record keeping**

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

## **12.6 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.

## 12.7 Acknowledgement

You 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. We require you to include the following acknowledgement in all material, publications and promotional and advertising materials published in connection with this Agreement:

“This project is supported by funding from the Australian Government’s Australian Biological Resources Study National Taxonomy Research Grants Program.”

Where possible, you should also include the following acknowledgement in all material, publications and promotional and advertising materials published in connection with the grant agreement:

“This project represents a contribution to Taxonomy Australia (2020), a national initiative organised under the auspices of the Australian Academy of Science that brings together the taxonomic community to develop approaches that will significantly increase the rate at which new species are discovered, resolved and named, with a view to completely documenting the Australian biota within a generation.”

## 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 department. When this happens, the revised guidelines are published on the [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The [department’s complaints procedures](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [ABRSgrants@environment.gov.au](mailto:ABRSgrants@environment.gov.au).

#### 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 [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services Complaints line.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

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 department 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 department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

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

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

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

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 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 department would breach an Australian Privacy Principle as defined in the Privacy 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 3 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  
                      GPO Box 9820  
                      Canberra ACT 2601

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## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013 (PGPA Act)</a> .
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 that submits the application, or in the individual submitting a Non-Salaried Researcher Grant
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.
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.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	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.
completion date	the expected date that the grant activity must be completed and the grant spent by.

Term	Definition
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
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: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>14</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>15</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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.
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.
<a href="#">GrantConnect</a>	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.

<sup>14</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>15</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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	<p>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:</p> <ul style="list-style-type: none"> <li>▪ curatorial support for collections</li> <li>▪ research technician support</li> <li>▪ IT support</li> <li>▪ use of equipment, including sequencing machines</li> <li>▪ access to libraries</li> <li>▪ bench fees</li> <li>▪ office space</li> <li>▪ use of institution vehicles, field equipment, etc.</li> </ul>
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 <a href="#">Portfolio Budget Statement</a> , 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.
principal investigator	<p>the researcher undertaking the project and who has scientific and intellectual responsibility for the conduct of the project.</p> <p>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.</p>
researcher	the researcher undertaking the project.



Term	Definition
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 Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
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.
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.
value with money	<p>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.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ potential grantee’s relevant experience and performance history.</li> </ul>

## Appendix A. Priority areas for research grants

Projects funded under the National Taxonomy Research Grant Program must be public good in focus and support for the department's Environmental Information and Research Program (Program 1.2)<sup>16</sup> and/or the broader Australia's National Science Statement<sup>17</sup>. 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 4 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.

#### 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.

#### 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.

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<sup>16</sup> Commonwealth of Australia (2019) *Portfolio Budget Statements 2019–20 Budget Related Paper No. 1.6: Environment and Energy Portfolio*.

<sup>17</sup> Commonwealth of Australia (2017) *Australia's National Science Statement 2017*.

## **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 2 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, for example, 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 3 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, building collaborations that involve knowledge exchange from international experts to support research capacity of early career researchers, or working on a taxon for which there are currently no Australian-based experts