

# Investment Assistance Program\_2024\_Application Form

## Form Preview

### Privacy

The Queensland Government collects and collates information from the application form for the purpose of assessment as well as program monitoring and evaluation. Authorised officers from the Department of Environment, Science and Innovation (DESI) and approved internal and external grant assessors and evaluators will have access to this information under the [Financial Accountability Act 2009](#).

Applications for the Investment Assistance Program are to be lodged on the SmartyGrants website, a third-party cloud-based platform operated by 'Our Community Pty Ltd'. The Our Community Privacy Policy states that they may use third party service providers that may store information outside Australia. By lodging an application, you agree to any overseas transfer of information made in accordance with the Our Community Privacy Policy.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government.

Some information may be used to promote funded projects.

The applicant organisation information will not be disclosed to any other third party without their consent, unless required by law or for the purposes of the [Information Privacy Act 2009](#).

For audit purposes, the Queensland Government is required to retain the applications and other supplied support material. Applicants wishing to access this information should contact the Department in the first instance.

The provisions of the [Right to Information Act 2009](#) apply to documents in the possession of the Queensland Government.

### General Information

#### Grant Agreement and reporting requirements

**NOTE: please read before completing application**

- Successful applicants will be required to enter into a legally binding funding agreement with the Queensland Government through the Department of Environment, Science and Innovation (DESI).
- Payments will be subject to milestone deliverables set out in the Grant Agreement.
- The milestones and reporting will inform DESI's release of payments in each financial year.
- The applicant organisation must read the program Guidelines, Frequently Asked Questions and other program information provided on the [Investment Assistance Program](#) website.
- Should the applicant fail to submit the relevant application to the eligible target Australian Government program in accordance with their requirements, the final 25% of remaining funding would not be provided to the applicant and any unspent funds as at the date of submission, or decision date of the applicant organisation not to proceed with submission if earlier, must be returned to DESI.

# Investment Assistance Program\_2024\_Application Form

## Form Preview

- Prospective applicants must consider the likelihood of submission prior to applying to the program.
- Applicants must discuss this application with the applicant organisation's Office of Research (or equivalent) and receive endorsement prior to submitting to the Investment Assistance Program.

## Compliance with eligibility requirements of target Australian Government funding program

Applicants should first review the list of eligible Australian Government programs provided in the [Investment Assistance Program Guidelines](#) and ensure their proposed application meets the eligibility requirements of the Australian Government funding program prior to submitting their application to the Investment Assistance Program.

## Applicant Details

\* indicates a required field

### Applicant Organisation

#### Applicant organisation \*

Organisation Name

Full legal name of the Queensland-based lead applicant

#### Organisation Type \*

#### Applicant Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

# Investment Assistance Program\_2024\_Application Form

## Form Preview

Main business location

Must be an ABN.

### Applicant organisation street address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### Applicant organisation postal address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

## Project

### Project Name \*

## Queensland Project Leader details

### Queensland Project Leader name \*

Title      First Name      Last Name

            

### Position

### Queensland Project Leader Institute / Faculty / School \*

### Queensland Project Leader phone number \*

Must be an Australian phone number.

Example: (07) 1234 5678

### Queensland Project Leader email \*

Must be an email address.

### Do you consent to DESI contacting you in relation to your application? \*

Yes

# Investment Assistance Program\_2024\_Application Form

## Form Preview

No

### Queensland Office of Research / Administrative Contact

#### Administrative Contact name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Administrative Contact position \*

#### Administrative Contact phone number \*

Must be an Australian phone number.  
(07) 1234 5678

#### Administrative Contact email \*

Must be an email address.

#### Has the Office of Research (or equivalent) endorsed this application for submission \*

- Yes  
 No

### Research Team

Please add all leads / co-leads from applicant organisation and key partners from industry organisations and other organisations participating in this Proposal.

Please upload CVs for leads/co-leads under Supporting Documents.

Name / Role / Current Title	Current Organisation	Contact Phone Number	Contact Email	Bid Proposal Role	Upload CVs
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Name / Role / Current Title	Current Organisation	Contact Phone Number	Contact Email	Bid Proposal Role	Upload CVs
				For Bid Proposal Role select an option from the drop down list.	

### Desirable Criteria

# Investment Assistance Program\_2024\_Application Form

## Form Preview

Applications led by regional universities will be favourably considered. For the purposes of the Investment Assistance Program, regional universities are James Cook University, Central Queensland University, University of Southern Queensland, and University of the Sunshine Coast.

Applicants with project leads/researchers from under-represented groups (Queensland regions, First Nations, women, people with a disability) are encouraged to apply. Please note that questions relating to under-represented groups are optional and the applicant organisation is not required to identify this personal information should any participants not wish to do so. The provision of this information will assist the Department in future program development.

**Is the project led by a regional university as defined under the Investment Assistance Program? \***

- Yes
- No

**Are one or more of the lead university project leads/researchers from under-represented groups as defined under the Investment Assistance Program**

- Yes
- No

**If yes, please check all those that apply**

- Queensland regions
- First Nations
- Women
- Disability

**Further details may be provided here.**

## Eligibility Criteria

**Which eligible Australian Government funding program does this application relate to?**

**Provide the name and round of the Australian Government funding program your application will be submitted to. The Australian Government program must be included in the list of eligible Australian Government funding programs in the Investment Assistance Program Guidelines. \***

**Please include the link to the eligible Australian Government funding program. \***

Must be a URL.

**Date you will submit your application to the Australian Government. Where the round close date is not yet confirmed, specify the anticipated close date**

# Investment Assistance Program\_2024\_Application Form

## Form Preview

**as published by the ARC/Australian Government. This date must be within 18 months from the date the applicant submits an Investment Assistance Program application. \***

Must be a date.

**Is the total value of your project over \$5 million? \***

- Yes  
 No

All projects must have a total value of over \$5 million to be eligible.

**Do you commit to expend all funds received within Queensland? \***

- Yes  
 No (provide further details below)

Note: IAP funding must be expended wholly in Queensland unless it can be demonstrated that expenditure outside of Queensland is essential to ensure successful delivery of the project.

**Provide further details that demonstrate that expenditure outside of Queensland is essential to ensure successful delivery of the project where applicable**

Word count:

Must be no more than 200 words.

## Project Summary

\* indicates a required field

### Project Description

Please click and drag on the bottom right-hand corner of the text boxes to expand the text box for ease of viewing.

**Brief project summary \***

Word count:

Must be no more than 300 words.

Focusing on the aims, significance (why is it one of a kind?), expected outcomes and benefits of the project. Additional documentation such as project proposal slide decks can be uploaded under Supporting Documents.

**Outline how this project will strengthen Queensland research and development and commercialisation/translation outcomes, including the development of potential products and services? \***

# Investment Assistance Program\_2024\_Application Form

## Form Preview

Word count:

Must be no more than 300 words.

**Outline how this project is of strategic importance to the Queensland economy? \***

Word count:

Must be no more than 300 words.

**Outline how this project will ensure meaningful outcomes-focussed collaboration between industry partners/collaborators including aiming to solve industry identified problems and encouraging industry take up of research? How will the project secure commitment from industry? \***

Word count:

Must be no more than 400 words.

Additional documentation (example project plan) can be uploaded in Supporting Documents.

**Outline how this research is unique and feasible? Is the applicant aware of other similar proposals? Demonstrate why your organisation has the expertise and capability to lead this bid project. \***

Word count:

Must be no more than 300 words.

**Outline how the project is considered viable and represents value for money. \***

Word count:

Must be no more than 300 words.

**Outline the risks identified to deliver the project bid within the timeframe for submission to the Australian Government and any mitigation strategies that will be employed. What support is being provided by the applicant organisation, partner organisations and collaborators through commitment of key researchers, staff and funding to deliver the project bid? This may include in-kind or cash**

# Investment Assistance Program\_2024\_Application Form

## Form Preview

**toward bid development. Support may include resources dedicated to partner facilitation activities such as workshops or provision of a CEO. \***

Word count:

Must be no more than 400 words.

This question relates to the bid development process. Please ensure you include an outline of support being provided by the applicant organisation.

**Does the applicant certify that they have reviewed the eligibility criteria of the target eligible Australian Government funding program and agree that these criteria will be met in the final Australian Government application? \***

- Yes  
 No (provide further details below)

**Provide further details (if required) on compliance with the eligibility requirements of the target Australian Government funding program.**

Has a CEO/Chair been identified for the bid proposal? If yes, provide name, position and organisation.

**Please select as appropriate \***

- Yes  
 No

**Identified CEO/Chair**

Organisation Name

Note: The CEO/Chair must align with the specific Australian Government program structure, please include the organisation they currently work for and upload CV to Supporting Documents.

**If your proposal has not identified a CEO/Chair please outline the reasons why and plan to secure this position.**

### Available Funding

- Funding is available for approved eligible applicants of up to \$100,000 excl GST per approved project.
- Acquittal of funding will be required at the end of the project with any unspent funds to be returned to the Department.

# Investment Assistance Program\_2024\_Application Form

## Form Preview

- The Investment Assistance Program is open to applicants until funding is exhausted, with the exception of a Program Close Period between 2 December 2024 and 27 February 2025 to allow for overall program review. No applications will be accepted during the close period.

### Eligible and Ineligible Costs

- Eligible costs include:
  - salary costs toward an industry Chair and/or industry CEO for proposed Centres of Excellence or Cooperative Research Centres (CRC) (up to 50%)
  - salary costs toward an industry Chair Research Hub for Industrial Transformation Research Hubs (ITRH) (up to 50%)
  - salary costs toward an industry Chair Training Centre for Industrial Transformation Training Centres (ITTC) (up to 50%)
  - salary costs towards an employee which can include Centre Manager/Director, Chief Operating Officer, Bid Initiative Development Managers and senior Support Officer (up to 50%)
  - Teaching Buy outs (up to 50%)
  - related travel (up to 10%), and
  - partner facilitation activities.
- Ineligible costs include:
  - professional grant writers
  - organisational overheads
  - capital works and/or physical infrastructure including any buildings
  - plant and equipment
  - telecommunications, IT networks, land acquisition costs or leases.

### Project Budget

Please provide a breakdown of planned expenditure of up to \$100,000 in funding. This Project Budget relates to the bid development process as per the Investment Assistance Program Guidelines.

**Note:** Only 'eligible costs' can be included (refer to the above and the Investment Assistance Program Guidelines). The Project Budget must provide sufficient detail in relation to identifying positions relating to salary costs/Teaching Buy outs costs, to enable the Department to assess compliance with 'eligible costs'.

For salary costs, please identify the position, hours projected to work and % of salary sought.

Additional documentation may be uploaded under Supporting Documents.

Expenditure Items	Project Budget
	Must be a dollar amount.

# Investment Assistance Program\_2024\_Application Form

## Form Preview

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### Project Budget Total

This budget total is the total of the Project Budget table in the previous question. Total amount cannot exceed \$100,000 (GST excl) as per Guidelines.

#### Total Project Amount

This number/amount is calculated.

### Applicant Organisation Commitment

This question relates to the proposed bid submission. Provide the anticipated total value of the cash/in-kind commitment of the applicant organisation to the proposed bid to be submitted to the Australian Government funding program.

#### Anticipated applicant organisation commitment \*

\$

### Total Project Value

This question relates to the proposed bid submission. Provide the anticipated total project value which includes cash and in-kind contributions. The total project value includes the estimated funding ask to the Australian Government, applicant organisation contribution and all other partner contributions.

Note that the Total Project Value must be greater than \$5 million to be eligible for the Investment Assistance Program.

#### Total Project Value \*

\$

## Supporting Documents

### Additional proposal documentation

For example, project plan, pitch deck.

#### Attach a file:

Attach a file:

### Partner Support

Attach evidence of support from Queensland-based project partners.

# Investment Assistance Program\_2024\_Application Form

## Form Preview

Evidence of partner support will demonstrate a strong level of engagement between the applicant and project partners. This can include confirmation of support in the form of an email from the potential partner that indicates communication between both parties and the intention by the potential partner to engage in the bid development, for example workshops, with the view to committing an amount of cash or in-kind support.

### Attach a file:

Attach a file:

Merge all letters into one PDF document for upload

## Applicant Declaration

\* indicates a required field

**With reference to the application to the Investment Assistance Program for the named project,**

\*

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of Authorised Officer

**acting in the position of, \***

Position of Authorised Officer

Refer to the [Electronic Transaction \(Qld\) Act 2001](#) prior to acknowledging and accepting this declaration.

**Project Name \***

**and in this regard acting for the Applicant Organisation,**

**I certify that:**

- the information provided in this application is true, accurate and not misleading
- the Applicant Organisation and/or its partners have received no guarantees or assurance that the application will be approved by the Queensland Government.

**and I acknowledge that:**

# Investment Assistance Program\_2024\_Application Form

## Form Preview

- the Department of Environment, Science and Innovation (the Department) may undertake any necessary checks (subject to any written notification as to confidentiality provided to the Department)
- an offer of funding under the Investment Assistance Program will be subject to the Applicant Organisation signing and returning a Grant Deed within 15 business days of receiving the Grant Deed from DESI or the offer will lapse.

## Feedback

\* indicates a required field

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button, please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

**Please indicate how you found the online application process: \***

- Very easy       Easy       Neither       Difficult

**How many minutes did it take you to complete this application? \***

Please estimate in minutes e.g. 1 hour = 60 minutes

**Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:**