



Indo-Pacific Plastics Innovation Network



2023 Seed Funding Program Guidelines

November 2023

Opening date:	6 November 2023
Closing date and time:	6 December 2023 11:55pm (Australian Eastern Daylight Time) 7.55pm (Western Indonesia, Vietnam and Thailand Time) Please take account of time zone differences when submitting your application.
Administering entity:	Commonwealth Scientific and Industrial Research Organisation (CSIRO)
Enquiries:	If you have any questions, contact us at ippin@csiro.au
Type of grant opportunity:	Targeted competitive

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Indo-Pacific Plastics Innovation Network: 2023 Seed Funding Grant Opportunity Guidelines processes

The Indo-Pacific Plastics Innovation Network (IPPIN): 2023 Seed Funding initiative is designed to support Australian Government objectives

This grant opportunity is part of the above collaboration program which contributes to the Commonwealth Scientific and Industrial Research Organisation's (CSIRO) Ending Plastic Waste Mission.



The grant opportunity opens and you are invited to apply

As per these guidelines, organisations that have previously participated in an Indo-Pacific Plastics Innovation Network (IPPIN) program, are invited to partner with CSIRO or an eligible Australian university to apply for a grant.



You complete and submit a grant application

You complete the application form and provide mandatory attachments in order for your application to be considered.



We assess all grant applications and make recommendations

We assess eligible applications against the selection criteria and compare it to other eligible applications, if applicable. We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker 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 or arrangements have been executed with successful applicants.



We enter into a grant agreement or arrangement

We will enter into a grant agreement or arrangement with successful applicants.



Delivery of grant

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



Evaluation of the program

We will evaluate the grant activity as a whole. We base this on information you provide to us and that we collect from various sources.

1. About the grant program

Governments at all levels in Australia have signed up to an ambitious joint national plan to increase waste recovery and recycling rates.

The three levels of government have together created a [National Waste Policy](#) and [Action Plan](#) that will see Australia shift material use to a circular economy.

Australia is also committed to working with international partners to promote a global circular economy and preserve our environment.

The Indo-Pacific Plastics Innovation Network (IPPIN): 2023 Seed Funding program (the program) will run up to 12 months from 2023-24. The program is an initiative being delivered as part of the CSIRO's Ending Plastic Waste Mission, which supports the Australian Government's [National Plastics Plan](#).

The program demonstrates CSIRO's commitment to:

- changing the way we make, use and recycle plastics by developing innovation technologies, materials, products and processes
- supporting a sustainable plastics circular economy by utilising plastic waste to deliver economic benefits, while reducing the detrimental impacts to human health and the environment
- revolutionising packaging and waste systems; generating effective solutions for recycling; advising on the development and implementation of standards; analytics and machine learning to inform decision making; and creating systemic change.

1.1. About the Indo-Pacific Plastics Innovation Network

IPPIN is a collaborative partnership between:

- The CSIRO, Australia's national science agency,
- The Australian Department of Foreign Affairs and Trade (DFAT)
- Partners in Indonesia, Vietnam and Thailand

IPPIN is aiming to identify how innovation and technology can help achieve systemic change, and radically transform plastic pollution and waste management in Indonesia, Vietnam and Thailand. Its purpose is to enhance stakeholder collaboration, leverage existing investment, attract new sources of funding, and boost innovation capabilities to identify deep-tech opportunities to tackle plastic waste and translate them into real world solution across Indonesia, Vietnam and Thailand and our region.

1.2. About the Seed Funding Grant Opportunity

These guidelines contain information for the IPPIN: 2023 Seed Funding Grant Opportunity. This is the second round of the program. There may be future rounds of the program.

The objectives of the program include:

- reduction in plastic leakage into the marine environment
- enable a collaborative innovation ecosystem linking Australia, Indonesia, Vietnam and Thailand, and building connectivity with partners globally by harnessing diversity of ideas and expertise to activate disruptive thinking
- build innovation outcomes relevant to the Australian, Indonesian, Vietnamese and Thai governments' priorities
- creation and improvement on the design and delivery of deep-tech solutions in emerging or under-resourced domains
- innovation outcomes as measured by their contribution to the aims of CSIRO Ending Plastic Waste Mission and the Indonesian, Vietnamese and Thai government's commitment to reducing marine plastic debris.

The intended outcomes of the program include:

- translation of research into real-world solutions to address plastic waste
- developing partnerships supporting the scaling of solutions to address plastic waste in the Indo-Pacific and beyond, including attracting co-funding
- application of new or adapted deep-tech solutions in emerging or under-resourced domains
- new pathways for technologies and research to scale and achieve systems-level impact in Indonesia, Vietnam and Thailand.

This document sets out:

- the eligibility and selection criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreement or arrangements
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

CSIRO is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 0.

You should read this document carefully before you fill out an application.

2. Grant amount and grant period

For this grant opportunity \$300,000 is available in the financial year 2023-24.

Grant funds will be provided according to the funding profile indicated above; however, grant funds can be expended across the life of the project (project period). See below and section 3.2.

2.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$5,000 (GST exclusive)
- The maximum grant amount is \$100,000 (GST exclusive)

You are responsible for any remaining eligible and ineligible project costs.

While it is not mandatory, co-contributions in cash or in-kind by applicants and/or project partners will be looked upon favourably.

2.2. Project period

The maximum project period is 12 months.

You must complete your project within this time period as per the terms of the grant agreement or arrangement.

We may approve an extension at CSIRO's discretion.

3. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

3.1. Who is eligible?

To be eligible for grant funding, the lead applicant must either be:

- CSIRO
- an Australian university.

Additionally:

- you or a project partner must have previously participated in a program or activity of one of the Hubs under the Indo-Pacific Plastics Innovation Network
- your project must be aimed at the objectives in Section 1.2

Joint applications are strongly encouraged, especially where partner organisations are one of the following Australian or Indo-Pacific entities:

- a university
- a corporate Commonwealth entity
- a Cooperative Research Centre (CRC)
- a corporation (including businesses and not-for-profits)
- publicly funded research organisations

For further information on joint applications, refer to section 6.2.

Previous successful applicants who received funding under previous rounds of the program are eligible to re-apply for funding to further develop their projects.

3.2. Additional eligibility requirements

We can only accept applications where you provide the following attachments:

- a project plan including agreement or arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies (maximum 10 pages excluding appendices)
- a detailed project budget
- for lead applicants that are a university, evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- letters of support from all project partners (if relevant) including outlining any funding and/or in-kind contributions, refer to section 6.2.

Additionally, we can only accept applications where:

- you agree that you will deliver your project in accordance with relevant legislation, policies, and industry standards in all project locations.

Only the lead organisation can submit the application form and enter a grant agreement or arrangement.

3.3. Who is not eligible?

You are not eligible to apply if you:

- are any organisation not included in section 3.1
- have a project partner 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' (Australian organisations only)
- or your project partner that are an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)* (Australian organisations only).

4. Selection Criteria

The Seed Funding program expects applicants to propose projects that address the program objectives listed in section 1.2.

You must address all selection criteria in your application. An Assessment Committee and the IPPIN Team will assess your application. All assessment criteria are of equal weighting.

The application form asks questions that relate to the selection criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays word limits for each response.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

The following equally weighted selection criteria apply to this program:

1. The extent to which your project will create or apply innovative approaches to translate research and scale real-world solutions to address plastic waste.

Factors you may wish to address include:

- the impact the proposed solution will have on reducing plastic waste
- are you planning to produce an innovative product, service or process? Which industries will benefit from this?
- how scalable, feasible, practical or deployable is the project in country?
- does the project have potential to scale for use in other regions?

2. Your capacity, capability, and resources to deliver the project.

Factors you may wish to address include:

- your team, their skills and experience and how their skills and experience are important to the success of your proposal
- does the proposal bring diverse partnerships across IPPIN countries and regional collaborations?
- appropriate milestones, performance indicators and timeframes for delivery
- your proposed budget and suitability to complete the project activities, including co-contributions from partners (if relevant).

3. The broader national and international benefits of your project – this could include the economic and national benefit/s to be gained from your project for the priority area/s of focus during the project and beyond.

Factors you may wish to address include:

- the potential impact of your project to transform plastic projects into profitable and sustainable solutions to reduce plastic waste
- does the project strengthen partnerships with Indonesia, Thai and Vietnamese partners?
- does the project build on and supports other initiatives, if applicable?

5. What the grant money can be used for

5.1. Eligible activities

Eligible activities must be directly related to the project and may include:

- employment of personnel
- proof of concept activities (including field trials)

- pre-commercialisation of research outcomes
- other direct research costs
- exchanges and secondments of personnel between Australia and respective Hubs (Indonesia, Thailand or Vietnam) for purposes related towards proof of concept or pre-commercialisation activities
- new research-related information sharing, and communication initiatives related to testing of the project activities
- conferences, workshops, symposia related to the research.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement or arrangement.

- For guidance on eligible expenditure, refer to Appendix A
- For guidance on ineligible expenditure, refer to Appendix B

We may update the guidance on eligible and ineligible expenditure from time to time.

6. How to apply

Before applying you should read and understand these guidelines, paying close attention to all eligibility and selection criteria and attach detailed evidence that supports the application.

To apply, you must:

- complete and submit your application using the provided template
- provide all the information requested
- include endorsement by the relevant Business Unit leader / evidence of support
- include all necessary attachments

Applications must contain all the information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation, unless requested by the program team.

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* (Cth). If we consider that you have provided false or misleading information, we may not progress your application. If you find an error in your application after submitting it, you should contact us immediately at ippin@csiro.au.

6.1. Attachments to the application

You must provide the following documents with your application:

- a project plan including agreement or arrangements for governance, security and intellectual property rights and the identification of risks and mitigation strategies (maximum 10 pages)
- a detailed project budget
- letters of support from all project partners (if relevant) including outlining any funding and/or in-kind contributions, refer to section 6.2.
- additional evidence that supports selection criteria responses (not mandatory and only where applicable)
- endorsement by the relevant Head of Institute or Business Unit leader (applicable to CSIRO applicants)
- evidence of support from the board, CEO or equivalent (applicable to university applicants)

You must attach supporting documentation to the application form in line with the instructions provided within the form.

6.2. Joint applications

Joint applications featuring multiple organisations collaborating together as a group to deliver a project is encouraged. In these circumstances, only the lead organisation can submit the application form and enter into the grant agreement or arrangement.

The application (or an attachment provided with the submission) must identify all members of the proposed group and include:

- details of the project partner
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

6.3. Timing of grant opportunity

For this round of the program you can only apply when invited. You must submit an application between the opening and closing dates stipulated at the start of this document. We will only accept a late application where you provide a clear business case asking for such approval from the Program Delegate. Late application acceptance is at the discretion of the Program Delegate.

If you are successful, we expect you will be able to commence your project by January 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Opening period	Four weeks
Assessment of applications	Four weeks
Outcomes of applications	One week

Activity	Timeframe
Negotiations of grant agreement or arrangements or agreements	30 days
IP arrangements with project partners in place once an offer made	60 days
Earliest start date	Execution of grant agreement
End date of grant commitment	12 months from project start date

7. The grant selection process

We first review your application against the eligibility criteria. If eligible, the Assessment Committee (committee) will then assess it against the selection criteria. Only eligible applications will proceed to the assessment stage.

The committee will consider your application on its merits, based on:

- how well it meets the selection criteria at section 4
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, the committee will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the Corporations Act) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible¹, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

¹ Subject to national security and other considerations.

7.1. Who will approve grants?

The Program Delegate decides which grants to approve taking into account; the recommendations made by the committee, diversity, equity, strategic fit, and the availability of grant funds.

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

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there are insufficient program funds available across relevant financial years for the program.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You may be invited to submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application and does not address the feedback provided, it may not be considered for assessment.

9. Successful grant applications

9.1. CSIRO grant agreement or arrangement

You must enter into a binding grant agreement or arrangement in order to accept grant funding. We will use a CSIRO grant agreement or arrangement that has been developed specifically for this opportunity.

The provision of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

We will manage the grant agreement or arrangement directly with you and will provide specific contact details for this purpose within the offer of grant funding. This includes issuing and executing of documents.

Execute means both you and the CSIRO Seed Funding program team have signed the agreement. We are not responsible for any expenditure you incur, and cannot make any payments, until a grant agreement or arrangement is executed.

You will have 30 days from the date of a written offer to have an appropriate business unit delegate execute this agreement or arrangement. During this time, we will work with you to finalise details.

The offer may lapse if both teams do not sign the grant arrangement or 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. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

Where there is underspend of grant funds allocated, or where funds are found to have been used for a different purpose than the approved activity, the Seed Funding program team will require reimbursement of funds from the Business Unit or university. The CSIRO Seed Funding program team may also recover grant funds if there is a breach of the grant agreement or arrangement.

9.2. Project specific legislation, policies, and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

9.3. How we pay the grant

The grant agreement or arrangement will state the:

- maximum grant amount we will pay
- anticipated time we will pay
- proportion of eligible expenditure covered by the grant (grant percentage) if relevant
- any in-kind contributions you will make if relevant
- any financial contribution provided by you or a third party if relevant.

We will make an initial payment on execution of the grant agreement and upon provision of required documentation (i.e. an invoice may be required). We will make subsequent payments according to an agreed schedule set out in the grant agreement and these may be reliant upon provision of an agreed invoice. Payments are subject to demonstrating satisfactory progress on the project via reporting.

10. Announcement of grants

We may publish non-sensitive details of successful projects on [csiro.au](https://www.csiro.au) and [ippin.org](https://www.ippin.org).

This information may include:

- name of the organisation and partners
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- project location/s.

11. How we monitor your grant activity

11.1. Keeping us informed

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

We need to know of any key changes to your project team or activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- project partners

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

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

11.2. Reporting

You must submit reports in line with the grant agreement or arrangement. We will provide the requirements for these reports as appendices in the grant agreement or arrangement. 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
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project (if relevant).

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

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Subject to the terms and conditions of the funding offered, funding may be withheld until required reports have been received and assessed as satisfactory.

11.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- 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 project activities).

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

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

11.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement or arrangement and to report on any underspends of the grant money
- be submitted by the report due date.

11.2.3. Ad-hoc reports and communications

We may ask you for ad-hoc reports and information about your project. This may be for input into marketing and promotion communications materials, or to provide an update on progress, any significant delays or difficulties in completing the project.

11.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template will be provided directly to you for use should we stipulate that an audit is required.

11.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement or arrangement. We may also inspect the records

you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.5. Grant variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within a maximum two year period
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement or arrangement, you must put them in writing before the project end date. You can submit a variation request directly to the CSIRO Seed Funding program team via email at ippin@csiro.au.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

11.6. Grant termination

Funding under the program may be terminated early for a variety of reasons including (but not limited to):

- by consensus agreement between the recipient, Business Unit and Program Delegate
- for performance or misconduct reasons at the request of the Business Unit
- for failure to adhere to these program guidelines

Under some circumstances, terminated funding may be transferrable to a new recipient. Grantees should contact the Seed Funding program team to discuss this.

11.7. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or 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.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

11.8. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the CSIRO.’

12. Probity

We will make sure that the grant opportunity process is fair, according to the guidelines, incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the program. There may be a conflict of interest, or perceived conflict of interest, if our 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
- has a 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 or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program.

As part of your application, we may ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

CSIRO is committed to conducting the affairs of the organisation with integrity and in the national interest consistent with the functions of CSIRO as set out in the [Science and Industry](#)

[Research Act 1949 \(SIR Act\)](#), the [Public Governance, Performance and Accountability Act 2013 \(PGPA Act\)](#) and other relevant legislation.

We publish our [conflict of interest process](#)² with CSIRO's Code of Conduct on the CSIRO website. All program officials including the decision maker must also declare any conflicts of interest.

12.2. National security

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner, that avoids harm to Australia's national interests. It is your responsibility to consider the national security implications of the proposed project and identify and manage any risks, including risks relating to the unwanted transfer of sensitive knowledge technology.

You should ensure that you are informed about who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, of your global partners and their personnel participating in the project. This should consider any potential security, ethical, legal, and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

You and any entities participating in the project must disclose all foreign ownership (including foreign government ownership), affiliations with foreign governments, organisations, institutions or companies, or membership of foreign government talent programs. You must report any material changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments or companies.

² <https://www.csiro.au/en/about/Policies/Code-of-Conduct>

13. Glossary

Term	Definition
Administering entity	The entity that is responsible for the administration of part or all the grant administration processes.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment criteria	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 ranking.
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	<p>The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is the Australian Government’s national science agency.</p> <p>CSIRO is constituted and operates under the Science and Industry Research Act 1949 (SIR Act) and is responsible and accountable to the Commonwealth.</p>
CSIRO Board	<p>The statutory board established by the Science and Industry Research Act 1949 (SIR Act).</p> <p>The Board is responsible to the Australian Government for the overall strategy, governance and performance of CSIRO.</p>
Decision maker	The person who makes a decision to award a grant.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligibility criteria	The mandatory criteria, which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Eligible and ineligible expenditure	The expenditure incurred by a grantee on a project, and which is eligible for funding support as set out in 5.1 and 5.2.
Eligible expenditure guidance	The guidance that is provided at Appendix A and B.
Grant agreement	A legally binding contract between the CSIRO Seed Funding team and a grantee for the grant funding.
Grant arrangement	A legally binding agreement between the CSIRO Seed Funding team and another CSIRO team for the grant funding.
Grant funding or grant funds	The funding made available by CSIRO to grantees under the program.

Grantee	The recipient of grant funding under a grant agreement or grant arrangement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for Industry and Science
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
Personal information	Has the same meaning as in the Privacy Act 1988 (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not.
Program Delegate	An Australian government official within CSIRO with financial delegation responsibility for administering the program.
Program funding or Program funds	The funding made available by CSIRO for the program.
Project	A project described in an application for grant funding under the program.

Appendix A – Eligible Expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the ippin.org website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

A.1. How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2. Hired/leased plant

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

A.3. Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.4. Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.5. Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.
- Invoices from contractors must contain:
 - a detailed description of the nature of the work
 - the hours and hourly rates involved
 - any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.6. Travel and overseas expenditure

Eligible travel and overseas expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia
- overseas travel limited to the reasonable cost of accommodation and transportation required in cases where the overseas travel is material to the conduct of the project in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

We will consider value for money when determining whether the cost of overseas expenditure is eligible. This may depend on:

- the proportion of total grant funding that you will spend on overseas expenditure
- the proportion of the service providers total fee that will be spent on overseas expenditure

- how the overseas expenditure is likely to aid the project in meeting the program objectives

Overseas travel must be at an economy rate, and you must demonstrate you cannot access the service, or an equivalent service in Australia.

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible expenditure. Put in line about program delegate approval should it be higher/needed.

A.7. Other eligible expenditure

Other eligible expenditures for the project may include:

- building modifications where you own the modified asset and the modification is required to undertake the project, for example installing a clean room. Modifications to leased buildings may be eligible. You must use the leased building for activities related to your manufacturing process
- staff training that directly supports the achievement of project outcomes
- attendance at relevant conferences, workshops, symposia in order to communicate research translation outcomes
- marketing activities limited to directly communicating research translation outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B – Ineligible Expenditure

This section provides guidance on what we consider ineligible expenditure.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must affect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the manufacturing site
- site preparation activities which are not directly related to, or for, the main purpose of transitioning to higher value and/or niche manufacturing
- opportunity costs relating to any production losses due to allocating resources to the agreed grant project
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests

- travel or overseas costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

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