



# Indo-Pacific Plastics Innovation Network Seed Funding Grant Program (Round 3)

## Guidelines

updated on 26 November 2024

---

Opening date:	<b>2 December 2024</b>
Closing date and time:	<b>7 February 2025</b> <b>8:00 pm (Australian Eastern Daylight Time)</b> <b>5:00 pm (Western Indonesia, Vietnam and Thailand Time)</b> <b>Please take account of time zone differences when submitting your application.</b>
Administering entity:	<b>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</b>
Enquiries:	<b>If you have any questions, contact us at</b> <a href="mailto:ippin@csiro.au">ippin@csiro.au</a>
Type of grant opportunity:	<b>Targeted competitive</b>

---

# Table of Contents

<b>IPPIN Seed Funding Grant Program (Round 3) processes .....</b>	<b>5</b>
<b>1. Introduction.....</b>	<b>6</b>
<b>2. IPPIN and grant opportunity overview .....</b>	<b>6</b>
2.1 About the Indo-Pacific Plastics Innovation Network (IPPIN) .....	6
2.2 About the IPPIN Seed Funding Grant program .....	7
2.3 The objectives .....	7
2.4 The intended outcomes .....	7
2.5 The challenge focus areas.....	8
<b>3. Grant amount and grant period .....</b>	<b>9</b>
3.1 Grants available .....	9
3.2 Project period.....	9
<b>4. Eligibility criteria .....</b>	<b>10</b>
4.1 Who is eligible to apply for grant? .....	10
4.2 Who can be the project partner?.....	10
4.3 Who is not eligible?.....	10
<b>5. What the grant money can be used for .....</b>	<b>11</b>
5.1 Eligible grant activities .....	11
5.2 Eligible expenditure .....	11
5.3 Ineligible expenditure .....	11
<b>6. Selection Criteria.....</b>	<b>12</b>
6.1 Selection Criteria 1 - Project Innovation in Addressing Plastic Waste Solutions .....	12
6.2 Selection Criteria 2 – Capacity and capability .....	12
6.3 Selection Criteria 3 - National and International Benefits of Project Outcomes .....	13
<b>7. How to apply .....</b>	<b>13</b>
7.1 Application overview .....	13
7.2 Attachments to the application .....	14
7.3 Joint applications .....	14
7.4 Timing of grant opportunity.....	15
<b>8. The grant selection process .....</b>	<b>15</b>
8.1 Assessment of applications.....	15
8.2 Who will approve grants? .....	16
<b>9. Notification of application outcomes .....</b>	<b>16</b>
<b>10. Successful grant applications .....</b>	<b>17</b>
10.1 The Grant Contract .....	17

10.2 Project specific legislation, policies, and industry standards .....	17
10.3 How we pay the grant .....	18
<b>11. Public announcement of grants .....</b>	<b>18</b>
<b>12. How we monitor your project.....</b>	<b>18</b>
12.1 Keeping us informed.....	18
12.2 Reporting .....	19
12.3 Independent audits .....	20
12.4 Compliance visits .....	21
12.5 Grant Contract variations .....	21
12.6 Grant termination.....	22
12.7 Evaluation .....	22
12.8 Acknowledgement.....	22
<b>13. Probity.....</b>	<b>22</b>
13.1 Conflicts of interest .....	22
13.2 Privacy .....	23
13.3 National security.....	24
<b>14. Glossary.....</b>	<b>26</b>
<b>Appendix A – Eligible Expenditure .....</b>	<b>28</b>
A.1. How we verify eligible expenditure .....	28
A.2. Hired/leased plant.....	28
A.3. Labour expenditure.....	28
A.4. Labour on-costs and administrative overhead .....	29
A.5. Contract expenditure .....	29
A.6. Travel and overseas expenditure .....	30
A.7. Other eligible expenditure .....	30
<b>Appendix B – Ineligible Expenditure .....</b>	<b>32</b>

# IPPIN Seed Funding Grant Program (Round 3) processes

## **The IPPIN Seed Funding Grant Program (Round 3) is designed to support Australian Government objectives**

This grant opportunity is part of the Indo-Pacific Plastics Innovation Network program which contributes to the Commonwealth Scientific and Industrial Research Organisation's (CSIRO) ending plastic waste goals.



## **Round 3 opens and you are invited to apply**

As per these guidelines, organisations that have previously participated in an 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 based on their response to the selection criteria.



## **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 Contracts have been executed with successful applicants.



## **We enter into a Grant Contract**

We will enter into Grant Contracts with successful applicants.



## **Delivery of grant**

You undertake the grant activity as set out in your Grant Contract. 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. Introduction

These guidelines contain information on the IPPIN Seed Funding Grant program (Round 3).

This document sets out:

- the purpose of the Seed Funding Grant program
- the eligibility and selection criteria
- how we consider and assess grant applications
- how we notify applicants and enter into Grant Contracts with grantees
- 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 14.

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

## 2. IPPIN and grant opportunity overview

### 2.1 About the Indo-Pacific Plastics Innovation Network (IPPIN)

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.

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, Thailand, Laos and Cambodia

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, Thailand, Laos and Cambodia. 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 south-east Asia region.



## 2.2 About the IPPIN Seed Funding Grant program

This is the third round of the IPPIN Seed Funding Grant program (the program). This round will run up to 12 months from 2025. There may be future rounds of the program.

The program is an initiative being delivered as part of the CSIRO's Ending Plastic Waste Initiatives, which supports the Australian Government's [National Plastics Plan](#).

The program **demonstrates** CSIRO's commitment to:

- change the way we make, use and recycle plastics by developing innovation technologies, materials, products and processes
- support a sustainable plastics circular economy by utilising plastic waste to deliver economic benefits, while reducing the detrimental impacts to human health and the environment
- revolutionise 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.

## 2.3 The objectives

The **objectives** of the program include:

- reducing plastic leakage into the marine environment
- enabling a collaborative innovation ecosystem linking Australia, Indonesia, Vietnam, Thailand, Laos and Cambodia and build connectivity with partners globally by harnessing diversity of ideas and expertise to activate disruptive thinking
- building innovation outcomes aligned with the priorities of the Australian, Indonesian, Vietnamese, Thai, Lao and Cambodian governments
- creating and improving 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's Ending Plastic Waste Initiatives and the Indonesian, Vietnamese, Thai, Lao and Cambodian government's commitment to reducing marine plastic debris.

## 2.4 The intended outcomes

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, Thailand, Laos and Cambodia.

## 2.5 The challenge focus areas

The **challenge focus areas** are

- **Challenge 1** – Shifting the relationship with plastics away from single use and towards circularity
- **Challenge 2** – Strengthen collection and recycling systems to capture value beyond first use through technology and infrastructure
- **Challenge 3** – Establish reliable data capture and enable accessible information to empower decision making

This grant opportunity aims to support projects that contribute to the specified outcomes in the above priority challenge focus areas. We particularly encourage proposals addressing the followings:

- **Zero-Waste Product Design**
  - Create reusable and durable alternatives to disposable plastic items.
  - Design products for disassembly and material recovery.
- **Advanced Plastics Sorting & Identification**
  - Develop AI-powered systems to identify and sort different types of plastic waste.
  - Create sensors that can detect plastic composition for automated sorting.
  - Optimise sorting processes for mixed plastic waste streams.
- **Mono-Material Product Development**
  - Design products using a single polymer type to simplify recycling.
- **Novel Plastics Recycling Technologies**
  - Develop chemical recycling processes to break down plastics into their original building blocks.
  - Explore enzymatic or microbial methods for degrading plastic waste.
  - Create closed-loop systems for recycling plastics back into identical products.
- **Upcycled Plastic Product Innovation**
  - Design high-value products from recycled plastic waste.
  - Develop technologies to transform plastic waste into new materials with improved properties.
- **Compostable Packaging Optimisation**
  - Develop compostable packaging materials with improved performance and barrier properties.
  - Design packaging that is compatible with existing composting infrastructure.
  - Optimise composting processes for different types of bio-based materials.
- **Consumer Composting Education & Infrastructure**



- Create educational campaigns to promote proper composting practices.
- Develop community-based composting programs and infrastructure.
- Build user-friendly composting systems for households and businesses.
- **Insect-Based Plastic Digestion Systems**
  - Develop controlled systems for efficient and safe insect-based plastic digestion.
  - Explore the potential for scaling up insect digestion processes for industrial applications.

### 3. Grant amount and grant period

For this grant round, a funding pool of **\$300,000** is available in the financial year 2024-25.

Grant funds will be provided according to the funding profile indicated above; however, grant funds may be utilised throughout the entire project period. See below and section 3.2.

#### 3.1 Grants available

The grant amount will be up to a maximum of 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)**

The lead applicant and project partners (if applicable) 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.

#### 3.2 Project period

The maximum project period is 12 months.

You must complete your project within this period as per the terms of the Grant Contract.

We may approve an extension at CSIRO's discretion.

## 4. Eligibility criteria

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

To be eligible to apply, all of the following must be satisfied:

1. The lead applicant must either be:
  - a. CSIRO; or
  - b. an Australian university; and
2. The lead applicant or a project partner must have previously participated in a program or activity of one of the Chapters under the Indo-Pacific Plastics Innovation Network; and
3. The proposed project must be aligned with the objectives in Section 2.3, intended outcomes in Section 2.4 and challenge focus areas in Section 2.5

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

### 4.2 Who can be the project partner?

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 7.3.

### 4.3 Who is not eligible?

You are not eligible to apply if you:

- do not satisfy the requirements in Section 4.1
- 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).

## 5. What the grant money can be used for

### 5.1 Eligible grant 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 Chapters (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.

### 5.2 Eligible expenditure

To be eligible, your expenditure must:

- be incurred by you or your project partner(s) within the project period, i.e. between the project start and end dates as defined in your Grant Contract; and
- be a direct cost of the project or be incurred for project audit activities (where applicable); and
- meet the eligible expenditure guidelines in Appendix A

CSIRO make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure, if required.

### 5.3 Ineligible expenditure

Not all expenditure on your project may be eligible for grant funding.

For guidance on ineligible expenditure, see Appendix B.

## 6. Selection Criteria

The program expects applicants to propose projects that address the program objectives listed in section 2.3.

You must address all selection criteria in your application and all selection 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 selection criterion, as these represent best value for money.

**The following equally weighted selection criteria apply to this program:**

### 6.1 Selection Criteria 1 - Project Innovation in Addressing Plastic Waste Solutions

**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?

### 6.2 Selection Criteria 2 – Capacity and capability

**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).

## 6.3 Selection Criteria 3 - National and International Benefits of Project Outcomes

**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, Vietnamese, Lao and Cambodian partners?
- does the project build on and supports other initiatives, if applicable?

## 7. How to apply

### 7.1 Application overview

Applicants should read all eligibility and assessment criteria closely and provide detailed evidence that supports the assessment criteria.

To apply, you must:

- download and complete the Application Form from the [IPPIN website](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments, please refer to section 7.2
- send all of the above to [ippin@csiro.au](mailto:ippin@csiro.au) before the published closing date

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](mailto:ippin@csiro.au).

## 7.2 Attachments to the application

We will 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**
- **letters of support** from all project partners (if relevant) including outlining any funding and/or in-kind contributions, refer to section 7.3.
- **additional evidence** that supports selection criteria responses (not mandatory and only where applicable)
- *(applicable to CSIRO applicants)* **endorsement** by the relevant Research Unit leader
- *(applicable to university applicants)* **evidence of support** from the board, CEO or equivalent that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding

## 7.3 Joint applications

Joint applications which feature multiple organisations collaborating 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 Contract, if successful.

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.

## 7.4 Timing of grant opportunity

To apply for this round, you must submit an application between the published opening and closing dates. Late application acceptance is at CSIRO's discretion.

We expect successful applicants will be able to commence project by April 2025.

**Table 1: Expected timing for this grant opportunity**

<b>Activity</b>	<b>Timeframe</b>
Opening period	Nine weeks
Assessment of applications	Four weeks
Outcomes of applications	One week
Negotiations of Grant Contracts	30 days
IP arrangements with project partners in place once an offer made	60 days
Earliest start date	Execution of Grant Contract
End date of grant commitment	12 months from project start date

## 8. The grant selection process

### 8.1 Assessment of applications

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 6
- 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 possible<sup>1</sup>, 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.

## 8.2 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.

## 9. 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.

---

<sup>1</sup> Subject to national security and other considerations.

## 10. Successful grant applications

### 10.1 The Grant Contract

You must enter into a legal binding Grant Contract with CSIRO. You can find the definition of Grant Contract in Section 14.

We must execute a Grant Contract with you before we can make any payments. Execute means both you and CSIRO have signed the Grant Contract accepting the terms of it.

You will have 30 days from the date of a written offer to execute the Grant Contract.

The offer may lapse if both parties do not sign the Grant Contract within this time. Under certain circumstances and at the discretion of the Program Delegate, we may extend this period. We base the approval of your grant on the information you provided in your application.

We are not responsible for any of your expenditure until a Grant Contract is executed. If you choose to start your project before you have an executed Grant Contract, you do so at your own risk.

Your Grant Contract may have specific conditions determined by the assessment and selection process or other considerations made by the Program Delegate. We will identify these in the Grant Contract.

If you enter a Grant Contract under this grant opportunity, you cannot receive other grants for this project from other Commonwealth grant programs.

CSIRO may recover grant funds if there is a breach of the Grant Contract.

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 program team will require reimbursement of funds from the Research Unit or university. The program team may also recover grant funds if there is a breach of the Grant Contract.

### 10.2 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 Contract.

## 10.3 How we pay the grant

The Grant Contract will state the:

- maximum grant amount to be paid
- anticipated payment time
- 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 Contract and upon provision of required documentation (i.e. an invoice may be required).

Payments are subject to you demonstrating satisfactory progress on the project via reporting. We will make subsequent payments according to the Grant Contract and these may be reliant upon provision of an agreed invoice. Unspent grant funds need to be returned to CSIRO.

## 11. Public announcement of grants

We may publish non-sensitive details of successful projects on [CSIRO website](#) and [IPPIN website](#).

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.

## 12. How we monitor your project

### 12.1 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 Contract, 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.

## 12.2 Reporting

You must submit reports in accordance with the requirements specified in the Grant Contract.

Your reports must include:

- **Progress Updates:** Achievements against the agreed project milestones and timelines.
- **Financial Reporting:** Details of project expenditure, including the use of grant funds.
- **Participant Contributions:** Documentation of contributions made by participants directly related to the project (if applicable).
- **Impact Reporting:** Evidence of the project's outcomes, including case studies, stories of change, and key impact metrics.
- **Additional Requirements:** Any other reporting obligations specified in the Grant Contract.

If you anticipate any delays in submitting your reports, you must notify us immediately upon becoming aware of the issue. Timely and accurate reporting is critical for ensuring ongoing support and funding eligibility.

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.

We may also inspect the records you are required to keep under the Grant Contract.

Subject to the terms and conditions of the Grant Contract, grant payment may be withheld until required reports have been received and assessed as satisfactory.

### **12.2. 1. Progress reports**

Progress reports must:

- provide detailed updates on progress toward completing agreed project activities, including milestones and outcomes achieved
- highlight progress on the project's impact objectives, including preliminary evidence of outcomes or benefits.
- 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)

### **12.2.2. 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 Contract, demonstrating the project's impact and alignment with objectives
- present case studies, stories of change, and other impact evidence, showcasing the project's tangible outcomes
- provide a final overview of total eligible expenditure incurred for the project, with clear financial accountability
- include a declaration that the grant money was spent in accordance with the Grant Contract and to report on any underspends of the grant money
- be submitted by the report due date

### **12.2.3. Ad-hoc reports and communications**

We may ask you for ad-hoc reports, photos and other 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.

## **12.3 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 Contract. 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.

## 12.4 Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the Grant Contract.

We will provide you with reasonable notice of any compliance visit.

## 12.5 Grant Contract variations

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

- changing project milestones
- extending the timeframe for completing the project but within a maximum 18-month period
- changing project activities

If you want to propose changes to the Grant Contract, you must put them in writing before the project end date. You can submit a variation request directly to the program team via email at [ippin@csiro.au](mailto: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 Contract. 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

## 12.6 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 or Research Unit, and Program Delegate
- for performance or misconduct reasons
- for failure to adhere to these program guidelines

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

## 12.7 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.

## 12.8 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.’

## 13. 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.

### 13.1 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](#) with CSIRO's Code of Conduct on the CSIRO website. All program officials including the decision maker must also declare any conflicts of interest.

## 13.2 Privacy

Your personal information is protected by the *Privacy Act 1988* (Cth).

When an application is submitted for the IPPIN Seed Funding Grant program (Round 3), we will collect the information provided in the application form. This includes:

- contact details of the applicant, including project partners;
- the responses to the questions in the application form;
- any supporting documents included with the application.

CSIRO will use this information to assess the application against the merit criteria for funding, and if the application is successful, to administer their participation in the program.

We may also use this information for the purposes of monitoring and evaluating the effectiveness of our programs, although where possible, we will use aggregated and de-identified data to do this.

CSIRO will handle all personal information collected in accordance with CSIRO's Privacy Policy, which is available online at <https://www.csiro.au/en/About/Access-to-information/Privacy>. This Privacy Policy contains general information about:

- accessing and requesting amendment of personal information, and
- how you can make a privacy related complaint.

### 13.3 National security

Eligible activities under this grant may have national security implications. It is your responsibility to consider any such implications of the proposed project and identify and manage any risks.

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner that avoids harm to Australia's interests. It is your responsibility to consider the implications on proposed projects and to comply with any applicable requirements.

It is a requirement of the grant opportunity that you as lead applicant ensure you and project partner(s) (if applicable) disclose all affiliations with any foreign government or non-government institution, for example membership of a foreign talent program.

For the purposes of an Australian grantee, a foreign affiliation is defined as receiving funding or benefit from, employment by or an obligation towards a foreign government or non-government entity.

Lead applicants will also be required to report to CSIRO on any material changes in the nature of the project activity or key personnel involved, including affiliations with foreign entities.

You should undertake appropriate due diligence to verify the disclosed information, taking into account potential ethical, security, legal and reputational risks, and, where necessary, be prepared to demonstrate how you will manage and mitigate any identified risks.

To assist with managing security risks, you and your project partner(s) (if applicable) are strongly encouraged to review the *Guide to undertaking international collaboration, Australian Government Information Security Manual* as well as the *Guidelines to counter foreign interference in the Australian university sector* developed by the University Foreign Interference Taskforce (UFIT). Although focused on the university sector, many objectives and best practice considerations in the UFIT guidelines are applicable to other research institutions and businesses that may be lead applicants or project partners in projects funded by this initiative.

In addition to these resources, the Australian Security Intelligence Organisations (ASIO) has developed the *ASIO Due Diligence Integrity Tool* to assist Australian institutions considering engaging with foreign entities. A copy of the tool can be requested by emailing ASIO Outreach at [outreach@asio.gov.au](mailto:outreach@asio.gov.au).

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your Grant Contract with CSIRO.

## 14. 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)	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is the Australian Government's national science agency.  CSIRO is constituted and operates under the <a href="#">Science and Industry Research Act 1949</a> (SIR Act) and is responsible and accountable to the Commonwealth.
CSIRO Board	The statutory board established by the <a href="#">Science and Industry Research Act 1949</a> (SIR Act).  The Board is responsible to the Australian Government for the overall strategy, governance and performance of CSIRO.
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 5.2 and 5.3.
Eligible expenditure guidance	The guidance that is provided at Appendix A and B.
Grant Contract	This refers to Grant agreement or Grant arrangement
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 Contract.

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 <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not.</li> </ul>
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](http://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 Contract. You may need to provide evidence such as quotes for major costs.

The Grant Contract 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 Contract 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.

**As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.**

CSIRO. Unlocking a better future for everyone.

**Contact us**

1300 363 400

+61 3 9545 2176

[csiro.au/contact](https://csiro.au/contact)

[csiro.au](https://csiro.au)

**For further information**

Indo-Pacific Plastics Innovation Network

Seed Funding Grant Program Team

[ippin@csiro.au](mailto:ippin@csiro.au)

[ippin.org](https://ippin.org)