



Australian Government

Department of Health

**HEALTH
POLICY
RESEARCH
AND DATA
PROGRAM**

Guidelines

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1. Program Overview

The Health Policy Research and Data (R&D) Program is a Commonwealth initiative administered by the Department of Health (the Department) designed to support strategic research, evaluation and data activities.

The purpose of the R&D Program is to support the provision of information to the Commonwealth to assist in improving the capacity, quality and safety of the Australian health care system to meet current and future needs. The R&D Program will help build a strong evidence base to inform the development, implementation, monitoring and evaluation of health policy and improved practice in Australia.

Research

Research may be clinical, epidemiological, social, behavioural and translational research that is targeted to inform Australia's response to health priorities. It includes activities supporting and disseminating research and knowledge exchange.

Research topics will be those relevant to Commonwealth policy and priorities.

The research to be performed may include research involving a range of:

- *subject matter areas*, such as whole-of-health-system research, disease-specific research, sector-specific research (e.g., primary health care research), research about the interface between health and other sectors;
- *population groups*, including whole-of-population and specific geographic or demographic groups; and
- *research methodologies* including clinical trials, longitudinal surveys, cross-sectional surveys and translational research.

Evaluation activities

Evaluation activities are for the purpose of assisting the Commonwealth in making its decisions about managing its programs and developing national health policies.

Evaluations can be about the efficiency, effectiveness and appropriateness of existing programs, projects or other activities. Evaluation activities for existing Commonwealth programs can be broadly grouped into formative evaluations (i.e., conducted throughout the program cycle) and summative evaluations (i.e., conducted at the end of the program cycle).

Evaluation activities can also be feasibility studies to inform Commonwealth deliberations on the development and management of Commonwealth programs and policies.

Data activities

Data activities may include: developing and operating data infrastructure (i.e., screening and surveillance); data governance; and analysis, interpretation, dissemination and reporting of data to build the evidence base to inform the Commonwealth with respect to national health practices and in developing national health policy.

The types of data activities may relate to a range of:

- *subject matter areas*, e.g., whole-of-health-system data, disease-specific data, sector-specific data, data relating to the interface between health and other sectors; and
- *population groups*, e.g., whole-of-population and specific geographic or demographic groups.

[**Note:** The R&D Program Guidelines may be varied from time-to-time by the Commonwealth to align with Government priorities. Amended Guidelines will be published on the Department's website].

R&D Program outcomes

The R&D Program aims to support the Commonwealth's strategic research, evaluation and data investment, through assisting the Department in:

- improving the capacity, quality and safety of the Australian Health care system to meet current and future needs; and
- building a strong evidence base to inform the development, implementation, monitoring and evaluation of health policy and improved practice in Australia.

R&D Program objectives

The objectives of the R&D Program are to:

- provide a mechanism for driving improvements in the way the Department uses and manages its research and analytical agenda including enabling prioritisation of funding according to changing needs;
- fund entities such as universities, research organisations, and public companies to undertake research, evaluation or data activities and report the results of that research to the Commonwealth to support policy development for safe, high quality health care systems and services;
- help build a strong evidence base and access to data to inform the development, implementation, monitoring and evaluation of health policy and improve practice in Australia.

Funding

The Commonwealth has committed up to \$22.65 million (GST exclusive) over three years for the R&D Program commencing from 1 July 2016. Amounts available for individual granting activities vary. See relevant Annexures for further information.

Funds appropriated for the purpose of the this Program may also be used for the procurement of work directly related to the purpose of this Program, such as feasibility studies and providing options to the Department to inject research and analytics into policy insight and making.

Funds may be set aside for emerging priorities and issues as determined by the Commonwealth.

Funds will be allocated by the Minister for Health for the Program priorities and activities, which may include, but are not limited to those listed within these Program Guidelines and then deployed as set out in these guidelines at Section 3: Assessment of Grant Applications.

The funding committed to particular activities may be varied over time to take into account:

- availability of funding;
- evidence, including from evaluation activities, of the effectiveness, efficiency and appropriateness of the Program activities; and
- emerging priorities, issues and health challenges.
- funding amounts specified in forward years are indicative only and may be subject to change

2. Eligibility

Who is eligible for grant funding?

The following types of entities may be eligible for funding. Some grants may only be available to a subset of the below types of legal entity or restricted to selected applicants. Refer to relevant Annexures for further information.

- Incorporated association incorporated under Australian state/territory legislation;
- Incorporated cooperative incorporated under Australian state/territory legislation;
- Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*;
- Organisation established through specific Commonwealth or state/territory legislation;
- Company incorporated under the *Corporations Act 2001 (Commonwealth of Australia)*;
- Partnership;
- Trustee on behalf of a trust;
- Individual;
- Australian local government body; and
- Australian state/territory government.

The Department recognises that, where appropriate, some organisations could form consortia to deliver activities.

Some grants may only be available to selected applicants as determined by changing policy needs. Where the Department restricts a grant opportunity to selected applicants, subsidiaries of those applicants may also apply, unless otherwise specified in the relevant grant opportunity summary. In such circumstances, subsidiaries will be required to provide proof of their relationship to the entity that was invited to apply for grant funding.

What activities are eligible for grant funding?

Activities funded under the R&D Program must be consistent with the overview, outcomes and objectives outlined in Section 1 of these Program Guidelines. Information about what specific grants may and may not be used for is available in relevant Annexures for each activity.

The following types of activities relating to **research, data and evaluation** may be eligible for grant funding under the R&D Program:

a) Research

Potential activities may include, but are not limited to:

- strategic, priority driven evidence-based research;
- knowledge exchange and knowledge translation;
- capacity building;
- supporting research partnerships/networks; and
- development and promotion of research methodologies.

b) Data

Potential activities may include, but are not limited to:

- improving access to data;
- data collection, acquisition and analysis (including surveys);
- development and management of data;
- developing data definitions;
- data analysis and interpretation;
- data dissemination, reporting and use;
- developing and operating data infrastructure; and
- data governance.

c) Evaluation

Potential activities may include, but are not limited to:

- formative and summative evaluations; and
- feasibility studies.

Current grant opportunities

In 2016-17, funding is available for, but not limited to, the following activities:

- Blood Borne Viruses (BBV) and Sexually Transmissible Infections (STI) research that support the Commonwealth's commitment to reduce rates of BBV and STI by providing information to support the development of evidence based preventive health policy in relation to BBV and STI. For further information, please refer to [Annexure A1](#).
- Multiple Sclerosis (MS) Research. This activity will target MS research outcomes where Australia can play a leading role in the world-wide effort to solve MS. For further information, please refer to [Annexure A2](#).

- National Maternal and Perinatal Mortality and Morbidity Data Collection. This activity will further develop and build upon the existing national maternal and perinatal data collection. For further information, please refer to [Annexure A3](#).
- Primary Health Care Research: to support strategic research, evaluation and data investment. For further information, please refer to [Annexure A4](#).

What activities are not eligible for grant funding?

The scope of this Program specifically excludes core funding for activities that are not covered by the Program Objectives covered in Part 1. The following types of activities will **not** be funded under the Program:

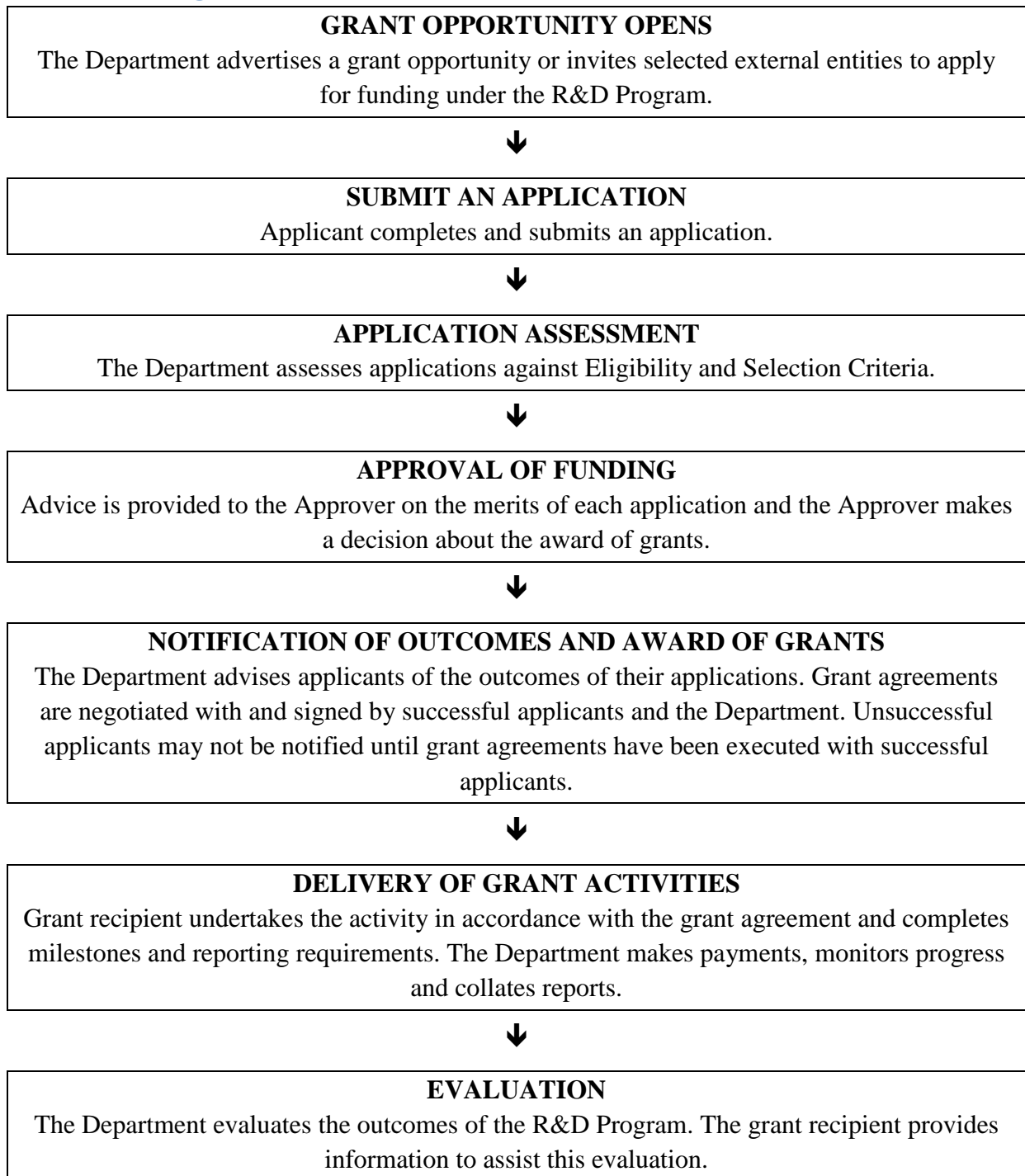
- market testing activities (noting that market research is in scope);
- education and training that is not primarily research or data-focussed;
- health technology assessment activities;
- registries (e.g., Australian Orthopaedic Association's National Joint Replacement Registry, the breast device registry and the cardiac device registry);
- research activity funded through portfolio agencies (e.g. the National Health and Medical Research Council (NHMRC), The Australian Commission on Safety and Quality in Health Care (ACSQHC) and Cancer Australia) where funding is clearly duplicated;
- future funding of research via the Medical Research Future Fund or any other related health and medical research fund;
- capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works;
- the purchase or repair of equipment or motor vehicles;
- funding of general service delivery;
- retrospective items/activities;
- lobbying and activities undertaken by political organisations;
- activities that subsidise commercial activities; and
- activities that are funded through other Departmental programs.

3. Grant Application Process

Overview of application process

All grant opportunities will be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and will be consistent with the outcomes and objectives of the R&D Program. All approaches to market will be in accordance with Annexure A5.

Grant R&D Program Process Flowchart



Types of selection process

There are a number of types of selection process that the Department may undertake in order to award grants under the R&D Program. In selecting the appropriate type of selection process, the Department will consider the market for the specific activities to be funded as well as applying proportionality based on the complexity, value and urgency of available grants.

The Department may use any of the following types of selection process to award grants under the R&D Program. Attached Annexures will identify the types of selection process that may be used for that activity.

Open competitive grant opportunities

Open competitive grant opportunities will open and close to applications on nominated dates, with eligible applications being assessed against the selection criteria and then prioritised against other eligible applications for the available funding.

Targeted or restricted competitive grant opportunities

Targeted or restricted competitive grant opportunities, which will open to a small number of potential grant recipients based on the specialised requirements of the granting activity or project under consideration.

Non-competitive open processes

Non-competitive, open processes under which applications may be submitted at any time over the life of the granting activity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications.

Demand driven processes

Demand-driven processes where applications that satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the granting activity.

Closed non-competitive processes

Closed non-competitive processes where applicants are invited to submit applications for a particular grant and the applications or proposals are not assessed against other applicants' submissions, but assessed individually against other criteria.

One-off grants

Provision will be made under the R&D Program for one-off grants and emergency payments, provided that they meet the outcomes and objectives of this program.

One-off grants to be determined on an ad-hoc basis, usually by Ministerial decision.

Procurement

Procurement processes will be conducted in accordance with the Commonwealth Procurement Rules and will be independent of any grant processes.

Timing of Grant opportunities

Specific timeframes for grant opportunities will be provided in the documentation for that grant opportunity and will be available on the Department's website. For further details of the frequency of R&D Program grant opportunities see relevant Annexures.

The majority of grant opportunities will be open for six weeks from the advertising date; however application periods may vary depending on the complexity and urgency of grants as well as the type of selection process. Dates and application periods will be confirmed in the grant opportunity summary for each grant opportunity.

Table 1 outlines the expected timing of an average grant opportunity.

Table 1: Timing of an average grant opportunity

Activity	Timeframe*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1-2 week after assessment
Award and negotiations of grant agreements	1-3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements with successful applicants

* Timeframes are indicative only.

How to apply for Grant funding

For open grant opportunities, applicants may obtain an application pack from the Department's [Tenders and Grants webpage](#). For targeted and closed grant opportunities the application pack will be supplied to the applicant.

In addition to this R&D Program Guidelines document, the application pack may include the following:

Grant opportunity summary and application form explanatory notes

The grant opportunity summary provides details of each grant being offered, including but not limited to:

- objectives and requirements of the grant;
- activities that are eligible and ineligible for funding;
- additional eligibility requirements;
- opening and closing dates for applications;
- a guide to the amount of funding available for each grant; and
- instructions on how to submit an application for funding.

Application form

The application form gathers information about the applicant's proposed activities and contains the selection criteria upon which applications will be assessed. Applicants should complete and return the application form to the Department in accordance with the

requirements of the grant opportunity summary. Submitting an application does not guarantee funding.

Information in R&D Program Guidelines overrides any inconsistencies in the Application Form.

Sample grant agreement

The sample grant agreement is comprised of a set of standard terms and conditions, supplementary conditions for each activity as required and a schedule specific to the individual grant. Preferred applicants will be required to sign a grant agreement with the Commonwealth, as represented by the Department, before receiving any grant funding. The specific requirements of any grant agreement offered to applicants who are recommended for funding may vary from those in the sample, based on a risk assessment of the applicant and the specific activities to be delivered under the grant.

Applicant responsibilities

Applicants are responsible for ensuring that their applications are complete and accurate and submitted to the Department in accordance with the requirements of the grant opportunity summary.

Applicants should contact the Department immediately if they discover an error in an application after submission. The Department may, at its discretion, request clarification or additional information from applicants that does not alter the substance of an application in response to an omission or error of form. However, the Department is not bound to accept any additional information, or requests to change submissions, from applicants after the application closing time.

Unless otherwise specified in the grant opportunity summary, applicants may request clarification information from the Department at any time between the grant opportunity open date and last date for questions, as advertised in the grant opportunity summary.

Submitting an application

Applications should be submitted to the Department by the date and time specified in the grant opportunity documentation and should meet all the requirements outlined below.

Applications should address all of the relevant criteria to be considered for funding. These criteria are outlined in the grant opportunity documentation. It is important to complete each section of the application form and use the checklist to make sure each requirement has been considered.

Applications must be submitted in English on the official application form as specified in the grant opportunity documentation.

4. Assessment of Grant Applications

General assessment principles

Applications for funding under the R&D Program will be assessed against the selection criteria outlined in attached Annexures. Selection criteria will incorporate the following principles:

- Activity – how the application aligns with the objectives of the Activity;
- Capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- Outcomes and benefits – the expected outcomes of the activity/ies; and
- Value with relevant money – the overall value for money offered by the application.

How will applications be assessed?

Regardless of which type of selection process is used, the Department will establish an Assessment Committee to assess the applications and make a recommendation to the Approver on which applications to fund. The Assessment Committee will be comprised of representatives of the R&D Program policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment. The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the CGRGs.

The selection process is undertaken in two stages.

Stage 1 – Eligibility Criteria

Each applicant must satisfy all Eligibility Criteria and any application compliance requirements, specified in the relevant grant opportunity summary, in order to be considered for further assessment.

Stage 2 – Selection Criteria

Only applications that satisfy all Eligibility Criteria (if any) will proceed to Stage 2 and be assessed against the Selection Criteria. Applications will then be assessed to ensure value with relevant money is achieved in line with the outcomes and objectives of the R&D Program.

Specific assessment details will be explained further in each grant opportunity summary.

For competitive grant opportunities the selection criteria will be assessed against the rating scale in Table 2.

The assessment against the selection criteria will be used to identify those applicants with the capacity to best meet the policy priorities of the R&D Program, and may include a ranking of applicants.

The Department intends to recommend applicants on the principle of giving preference to higher ranked applicants, but the Department reserves the right to recommend a lower ranked applicant over a higher ranked applicant where this better reflects the policy priorities of the R&D Program, and provides better value with relevant money.

Applicants should also note that, where the assessment process does not identify a preferred applicant, the Department reserves the right to approach and/or broker an arrangement between one or more funding applicants and/or other interested parties.

Table 2: Competitive assessment rating scale

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria, exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion.	9-10
Good – response to this criterion addresses all or most sub-criteria to a higher than average standard. Some additional evidence* is available and confirms good performance against this criterion.	7-8
Average – response against this criterion meets most sub-criteria to an average but acceptable level. Some additional evidence* is available and provides some support for claims against this criterion.	5-6
Poor – poor claims against this criterion, but may meet some sub-criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion. Little or no additional evidence* available.	0-1

*Additional evidence may include attachments to the application, previous Departmental experience with this applicant, referee reports or information from other responses in the application.

For closed non-competitive processes and one-off grants, the Selection Criteria will be rated against the scale in Table 3.

Table 3: Non-competitive assessment rating scale

Rating	Description
Highly Suitable	Demonstrates an exceptional understanding of criterion and associated issues. A highly capable response/solution, with demonstrated experience that significantly exceeds that required to perform the work.
Suitable	Demonstrates a satisfactory understanding of the criterion and associated issues. A mostly capable response/solution, with some experience. May have a minor level of risk associated with the proposal. Panel considers the risk to the Government is manageable.
Unsuitable	Fails to demonstrate an acceptable understanding of the criterion and/or the associated issues. A poor response/solution with minimal to no experience. Significant level of risk associated with the proposal.

Specific assessment details will be explained further in each grant opportunity summary.

Where the number of suitable applications is greater than the available funding applications will be ranked in order of policy priority.

Value with relevant money

All funds provided under the R&D Program for grants and procurement activities are considered relevant money. The Commonwealth is required to make proper use of public resources, including achieving value with relevant money. The Department considers the following factors in assessing whether a grant will achieve value with relevant money:

- how well the application aligns with the outcomes and objectives of the R&D Program;
- whether the requested grant will achieve something worthwhile that would not occur without the grant;
- the applicant's relevant skills and prior experience delivering similar activities;
- the applicant's past performance in delivering grant activities funded by the Commonwealth;
- referee reports;
- the systems and procedures that the applicant has in place for effectively managing grant funds and achieving objectives;
- the applicant's approach to risk management; and
- the quantum of funds requested to deliver the grant activities.
- the allocation of grant funds indicated in any indicative budget that forms part of the funding application.

Approval of grant funding

Following an assessment of the applications by the assessment committee, advice will be provided by the committee chair to the funding Approver on the merits of the application/s.

The Approver will consider whether the proposal will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Funding approval is at the discretion of the Approver.

The Approver may vary for each grant opportunity under the R&D Program, based on the profile and value of grants, and will be identified in the grant opportunity summary.

Application outcomes

Notification of application outcomes

The Department will advise all applicants of the outcomes of their applications in writing following a decision by the Approver. Unsuccessful applicants may not be notified until grant agreements have been entered into with the successful applicant/s. Advice to applicants who are recommended for funding will contain details of any specific conditions attached to the funding offer. [Funding approvals](#) will also be listed on the Department's website.

Feedback on applications

Unsuccessful applicants may request feedback on their applications from the Department within a period of two months of being advised of the outcome. The Department will provide feedback in writing within one month of receiving a request for feedback.

Award of grants and contracting arrangement

Award of grants is at the sole discretion of the Approver.

Applicants who are recommended for funding will be required to enter into a grant agreement with the Commonwealth (represented by the Department) before receiving any grant funding. The Department may use the [Department of Health Standard Funding Agreement](#) or the [Commonwealth Low Risk Grant Agreement](#) to fund grants under the R&D Program. The standard terms and conditions for the designated agreement will apply and cannot be changed. The Department may apply supplementary conditions to a grant agreement that override standard conditions or add additional conditions, based on the requirements of the specific activity and a risk assessment of the organisation delivering the activity.

There may be specific conditions attached to the funding approval required as a result of the assessment process or the risk rating of an organisation or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations. The Department will negotiate with applicants who are recommended for funding with the aim of having grant agreements signed shortly after a decision by the Approver.

Applicants will not be considered successful and should not make financial commitments in expectation of receiving funding until a grant agreement has been executed with the Commonwealth.

5. Delivery of Grant Activities

Grant recipient responsibilities

Grant recipients must carry out each activity in accordance with these R&D Program Guidelines and the obligations contained in the grant agreement, which includes the standard terms and conditions, any supplementary conditions and the schedule. The schedule will outline the requirements specific to the funded activity.

Grant recipients are responsible for:

- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in efficient and effective manner;
- ensuring the effective and efficient use of grant funds;
- employing and managing staff required to deliver the activity;
- maintaining contact with the Department and advising of any emerging issues that may impact on the success of the activity;
- identifying, documenting and managing risks and putting in place appropriate mitigation strategies;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with grant agreement;
- participating in activity evaluation as necessary for the period specified in the grant agreement; and
- ensuring that activity outputs and outcomes are in accordance with the grant agreement.

Grant payments

The Department will make payments to grant recipients in accordance with the executed grant agreement. The Department's default invoice process is Recipient Created Tax Invoices (RCTI).

Reporting requirements

Applicants should note that if successful, some details of their Activity/ies (including an activity outline, the applicant's name and the amount of funding awarded) will be made public and posted on the Department's website as part of Department's legislative reporting obligations under the *Commonwealth Grants Rules and Guidelines*.

Grant recipients must provide the Department with the reports for an activity containing the information, and at the times and in the manner specified in the grant agreement. Specific reporting requirements will form part of the grant recipient's agreement with the Department.

Default reporting requirements for each activity are listed in attached Annexures. However, reporting requirements vary depending on the Department's risk assessment. Risk assessments may be reviewed by the Department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The Department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Performance indicators

Grant recipients will be required to report against a combination of performance indicators, based on the activities they are delivering. Performance indicators are referred to in the Annexures.

Risk Management

The Department is committed to a comprehensive and systematic approach to the effective management of risk. Grant administration arrangements will be managed in proportion to the level of risk to the Commonwealth. As such, applicants and grant recipients will be subject to a risk management assessment, by the Department, prior to the offer of any funding arrangement and periodically thereafter.

Grant agreements may require supplementary conditions and increased reporting frequency as a result of the Department's risk assessment of a grant recipient for the delivery of a specific activity. The Department may at any time review this risk assessment and vary the grant agreement to introduce or remove additional requirements. Grant recipients may receive different risk ratings for the delivery of different activities and the requirements of each grant agreement will reflect the risk associated with the delivery of that activity.

Grant recipients are responsible for managing risks to their own business activities and priorities. The Department manages risks to Commonwealth policy outcomes and relevant money through its management of grants under the R&D Program.

R&D Program Evaluation

An Evaluation Report may be required as part of the final report to assess the effectiveness of the Activity in delivering the required outputs and deliverables against the performance measures, and how the Activity has contributed to Program objectives and outcomes. If required, the Evaluation Report should identify the learnings and provide recommendations to improve future delivery of similar activities.

Branding

Any publication related to grants under the R&D Program may acknowledge the Commonwealth as follows:

“This activity received grant funding from the Commonwealth Department of Health”.

6. Probity and Legislation

The Commonwealth is committed to ensuring that the process for providing funding under the R&D Program is transparent and in accordance with these guidelines.

Complaints Process

The Department's [Grant and Procurement Complaints Procedures](#) apply to complaints that arise in relation to grant and procurement processes. It covers events that occur between the time the grant opportunity documentation is released to potential applicants and the date of contract execution, regardless of when the actual complaint is made. The Department requires that all complaints relating to a grant or procurement process must be lodged in writing.

Any enquiries relating to funding decisions for the R&D Program should be directed to Grant.ATM@health.gov.au.

Conflict of interest

A [conflict of interest](#) may exist if Departmental staff, any member of an advisory panel or expert committee, and/or the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a Departmental 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 as a result of the organisation receiving funding under the R&D Program.

Each applicant will be required to declare as part of their application, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the activity or any grant agreement it may enter into with the Commonwealth.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to an application for funding, external parties must inform the Department in writing immediately. The chair of the assessment committee will be made aware of any conflicts of interest and will handle them in compliance with Departmental policies and procedures.

Departmental staff involved in the assessment of grant applications will be required to declare any conflicts of interest via a declaration form before viewing the contents of any grant applications. Conflicts of interest for Departmental staff will be handled in compliance with the [Australian Public Service Commission policies and procedures](#).

Privacy - confidentiality and protection of personal information

Each applicant will be required, as part of their application, to declare their ability to comply with the [Privacy Act 1988](#), including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors they engage to assist with the activity.

The grant agreement will impose obligations on the grant recipient with respect to special categories of information collected, created or held under the grant agreement. The grant recipient is required to seek the Department's consent in writing before disclosing confidential information.

Freedom of information

All documents in the possession of the Department, including those in relation to the R&D Program, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Commonwealth and its agencies. Under the FOI Act, members of the public can seek access to documents held by the Department. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

For more information about making a freedom of information request for access to documents in the possession of the Department, please visit the Department's [Freedom of Information webpage](#).

Legislation and delegation

Australian Public Service staff involved in grants administration are accountable for complying with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs) and other policies and legislation that interact with grants administration.

The Approver for a grant under the R&D Program is the Minister for Health or the Departmental delegate/s nominated for the purposes of the R&D Program. The nominated delegates are the Chief Medical Officer or the First Assistant Secretary, Research, Data and Evaluation Division.

In approving the award of a grant, the Approver must consider whether the grant activity will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth legislation. The Approver may require that specific conditions be imposed upon any offer of funding.

7. Taxation implications

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements, including the GST and income tax implications of receiving a grant (where applicable). Applicants are advised to seek independent professional advice about their taxation obligations before applying for a grant under the Program.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the [Australian Taxation Office website](#)

8. Glossary of Terms

the Activity	means the specific activity or project that is the subject of a grant.
the Approver	means the person with the authority to award funding under the R&D Program.
Assessment Committee	means the panels of assessment staff formed to assess applications for funding.
compliance requirements	means any mandatory requirements around the completion and submission of applications for grants under the R&D Program.
the Department	means the Commonwealth Department of Health, unless otherwise stated.
Eligibility Criteria	means the minimum mandatory requirements which applicants must meet in order to qualify for a grant under a grant opportunity.
financial year	means a 12 month period beginning on 1 July of one year and ending on 30 June the following year.
grant agreement	means a contractual arrangement between a grant recipient and the Commonwealth, as represented by the Department, including the terms and conditions of the Department's Standard Funding Agreement, any supplementary conditions and the schedule for a specific activity.
grant opportunity	means any formal opportunity to apply for grant funding under the R&D Program.
grant recipient	means an organisation funded by the Commonwealth to deliver a grant activity.
R&D Program	means the Health Policy Research and Data Program.
relevant money	means money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity or money that is held by the Commonwealth or a corporate Commonwealth entity.
selection criteria	means the set of questions against which applicants' suitability to deliver a grant activity will be assessed by the Department.
selection process	means the method from the list in Section 3.3 of the Guidelines used to select grant recipients.

Annexure A1 – Blood Borne Viruses and Sexually Transmissible Infections Research

1. Activity summary

The five National Blood Borne Viruses (BBV) and Sexually Transmissible Infections (STI) Strategies 2014-2017 (the Strategies) provide the policy framework for the Commonwealth and state and territory governments; and community and professional organisations to respond to HIV, hepatitis B, hepatitis C, STI and Aboriginal and Torres Strait Islander BBV and STI in a nationally coordinated way. The Strategies include a focus on research activities.

The BBV and STI Research Activity (the Activity) supports the Commonwealth's commitment to reduce rates of BBV and STI by providing information to support the development of evidence-based preventive health policy in relation to BBV and STI.

The Activity contributes to the R&D Program's objectives by informing Commonwealth policy and will reflect the Commonwealth's priorities through research.

1) *Activity outcomes*

The outcome for this Activity is increased knowledge of BBV and STI in the Australian context, which will inform the refinement of existing programs, and the development of new initiatives for the detection, prevention, treatment and management of BBV and STI.

2) *Activity objectives*

The Activity seeks to provide information to improve the safety and quality of the Australian health care system to meet future health needs in relation to BBV and STI, and reduce the burden of BBV and STI on Australian communities and affected populations.

The objectives of the Activity will support the Commonwealth's commitment towards:

- reducing the rising rates of BBV and STI;
- improve quality of life of people living with BBV; and
- improve the clinical care and management of BBV and STI in primary care.

3) *Funding available*

Up to \$14.02 million (GST exclusive) over three years, commencing in 2016-17, has been allocated to this Activity from the grant R&D Program. The duration and value of available grants will be advised in the relevant grant opportunity summary.

4) *Timing*

Grant opportunities will be made available every three years.

Table A: Timing of an average grant opportunity

Activity	Timeframes*
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Activity	Timeframes*
Application period	6 weeks
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	Following completion of the grant opportunity process

5) *Type of selection process*

Eligible organisations are able to apply for funding through open competitive, targeted competitive or closed non-competitive grant opportunities. The bulk of grant funding for the Activity will be made available through closed non-competitive grant opportunities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity summary for each approach to market provides detailed information on the applicable type of selection process.

6) *Who is eligible for grant funding?*

Unless otherwise specified in the grant opportunity summary for a grant, Section 2.1 of this document identifies the entity types which are eligible for funding.

At the discretion of the Approver, eligibility criteria may be waived where the Department receives an insufficient number of suitable applications for grant funding under a grant opportunity or to fill gaps in service provision. The Department may also contact applicants to clarify their eligibility, at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

7) *What activities and items are eligible for grant funding?*

The Activity will fund BBV and STI research, including, but not limited to, translational research, qualitative and small scale studies, literature reviews and trials that will contribute to improvements in detection, treatment and management of priority BBV and STI.

Additionally, clinical research (not including clinical trials of therapeutic goods and/or drugs or poisons) that tests the effectiveness and efficacy of new treatment and therapeutic approaches in the management of BBV and STI in priority populations will be eligible for funding.

The priority BBV and STI that will be targeted for funding under this Activity include, but are not limited to, hepatitis B, hepatitis C, HIV, chlamydia, gonorrhoea, syphilis, trichomonas and Human T-cell lymphotropic virus type 1 (HTLV1).

BBV and STI research initiatives that will be funded under this Activity will be evaluated from time to time to assess how the activities are contributing to the outcomes, objectives and priorities of the Activity.

To be considered for funding, applications must clearly demonstrate how the proposed activities would deliver the sought outcomes, objectives and priorities of the Activity.

8) *What activities and items are not eligible for grant funding?*

Activities that will not be funded include those listed below:

- Activities that are advocacy in nature except when providing sought advice to government on BBV and STI policy and program delivery as part of a broader project or service delivery.
- Capital works, such as the purchase of any land, the purchase or construction of a completely new premises, the demolition (whether or not followed by the replacement) of the majority of an existing premises or works including minor capital works.
- The purchase or repair of equipment or motor vehicles.
- Funding hospital service delivery.
- Delivery of state and territory health services.
- Retrospective items/activities which were undertaken without approval from the Commonwealth.
- Activities that duplicate those already being undertaken by the sector that seek to achieve similar outcomes.
- Activities undertaken by political organisations.
- Activities which subsidise commercial activities.
- Activities classified as being within the scope of the BBV and STI Surveillance R&D Program.

The Department may also choose not to fund other activities and items at the discretion of the Approver.

9) *Selection criteria*

Applications for funding under the Activity will be assessed against the selection criteria outlined in the grant opportunity summary and application form. Selection criteria for the Activity will address the following themes:

- how the application meets the aims, objectives and priorities of the Activity as specified above;
- how the application aligns with the aims, objectives and priorities of the National BBV and STI Strategies;
- capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- outcomes and benefits – the expected outcomes of the Activity/ies, including how these will be measured; and

- value with relevant money – the overall value for money offered by the application.

10) Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the Department). The terms and conditions of the [Standard Funding Agreement](#) will apply to grants funded under this Activity.

11) Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the Department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the Department's risk assessment of each grant agreement. Risk assessments may be reviewed by the Department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The Department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

12) Performance indicators

Grant recipients will be required to report against the following performance indicators in their performance reports for the Activity:

Quantitative

- Research data is collected and processed as prescribed in the funding agreement;
- Analysis of research data and reporting of findings are undertaken in a timely manner;
- Progress reports that include information on how the activity is tracking against identified research outcomes are submitted in a timely manner; and
- Issues identified in progress reports are dealt with effectively and promptly to minimise any impact on research outputs and outcomes.

Qualitative

- High quality research data are collected, analysed and findings reported as specified in the funding agreement; and
- High quality and peer-reviewed research findings are published as specified in the funding agreement.

Annexure A2 – Multiple Sclerosis Research

1. Activity summary

The Activity will target Multiple Sclerosis (MS) research outcomes where Australia can play a leading role in the worldwide effort to solve MS.

This Activity contributes to the R&D Program’s objectives by:

- supporting disease-specific research, specifically towards prevention, better treatments and a cure for MS.

1) *Activity outcomes*

The Activity aims to:

- accelerate the progress of Australian MS research, towards knowledge of a cause; and
- provide Australia with priority MS research evidence that can assist Australia to play a leading role in the world wide effort to solve MS.

2) *Activity objectives*

The objective of the Activity is to accelerate targeted research progress towards prevention, better treatments and a cure for MS. Funding available up to \$0.750m (GST exclusive) over three years, commencing in 2016-17, has been allocated to this Activity from the grant R&D Program. The duration and value of available grants will be advised in the relevant grant opportunity summary.

3) *Timing*

Grant opportunities will be made available every three years.

Activity	Timeframes*
Application period	April – May (6 weeks)
Assessment of applications	3 – 6 weeks after closing
Approval of outcomes of assessment	1 – 2 weeks after assessment
Award and negotiation of grant agreements	1 – 3 weeks after approval
Notification to unsuccessful applicants	After execution of grant agreements

* Timeframes are indicative only.

5) *Type of selection process*

Eligible organisations are able to apply for funding through targeted competitive grant opportunities. The bulk of grant funding for the Activity will be made available through targeted competitive grant opportunities.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity summary for each approach to market provides detailed information on the applicable type of selection process.

6) *Who is eligible for grant funding?*

Unless otherwise specified, the grant opportunity summary for a grant, Part A, section 2.1 of this document identifies the entity types which are eligible for funding.

At the discretion of the Approver, eligibility criteria may be waived where the Department receives an insufficient number of suitable applications for grant funding under a grant opportunity or to fill gaps in service provision. The Department may also contact applicants to clarify their eligibility, at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

7) *What activities and items are eligible for grant funding?*

Applications for funding should be consistent with the outcomes and objectives of the Activity. The following activities and items are eligible to receive funding:

- activities that facilitate targeted research – primarily in Australia – to accelerate research progress towards prevention, better treatments and a cure for MS.

Some grant opportunities may target a subset of these activities. In such cases the grant opportunity summary will identify which activities are eligible for funding.

8) *What activities and items are not eligible for grant funding?*

The following activities and items are not eligible for funding under the Activity:

- activities specified in section 2.3, Part A of these R&D Program Guidelines.

9) *Selection criteria*

Applications for funding under the Activity will be assessed against the selection criteria outlined in the grant opportunity summary and application form. Selection criteria for the Activity will address the following themes:

- activity – how the application aligns with the objectives of the Activity;
- capacity – the applicant's capacity to deliver the activity/ies in an effective and efficient manner;
- outcomes and benefits – the expected outcomes of the activity/ies; and
- value with relevant money – the overall value for money offered by the application.

10) Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the Department). The terms and conditions of the [Standard Funding Agreement](#) will apply to grants funded under this Activity.

11) Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the Department. The default reporting requirements for the Activity include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the Department's risk assessment of each grant agreement. Risk assessments may be reviewed by the Department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

The Department is responsible for assessing the information provided in progress reports and monitoring the performance of grant recipients.

Annexure A3

National Maternal and Perinatal Mortality and Morbidity Data Collection

1. Activity summary

The National Maternal and Perinatal Mortality and Morbidity Data Collection Activity (the Activity) will further develop and build upon existing national maternal and perinatal data collection in Australia. Improving the national maternal and perinatal data collection is critical as a sound evidence base is required to inform strategies and actions to improve health outcomes for mothers and babies.

1) Activity outcomes

The expected outcome of this Activity is the development and maintenance of a nationally consistent maternal and perinatal morbidity and mortality data collection in Australia that can be used to inform policy development at a Commonwealth and State and Territory level. It is also expected that the Activity will include providing advice to the Department on maternal and perinatal data related issues as the need arises.

2) Activity objectives

The Activity objectives include, but are not limited to:

- building upon the existing national maternal and perinatal data collection in Australia;
- producing reports based on the analysis of national maternal and perinatal data;
- developing maternal and perinatal data portals to ensure data is readily accessible; and
- undertaking work to develop maternal and perinatal data items.

3) Funding available

Up to \$3.382 million (GST exclusive) over three years, commencing in 2016-17, has been allocated to this Activity from the grant R&D Program. The duration and value of available grants will be advised in the relevant grant opportunity summary.

It is expected that the annual breakdown of funding will be:

- 2016-17: \$1,170,000 (GST excl)
- 2017-18: \$1,106,000 (GST excl)
- 2018-19: \$1,106,000 (GST excl).

4) Timing

It is anticipated that funding will be available for a three year period from 1 July 2016 to 30 June 2019.

5) *Type of selection process*

The type of selection process will be determined to suit each individual activity. It is expected that the bulk of grant funding would be provided through targeted processes.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity summary for each approach to market provides detailed information on the applicable type of selection process.

6) *Who is eligible for grant funding?*

Organisations seeking funding for the activity must have access to maternal and perinatal mortality and morbidity data collections from all jurisdictions. Unless otherwise specified, the grant opportunity summary for a grant, Part A, section 2.1 of this document identifies the entity types which are eligible for funding.

7) *What activities and items are eligible for grant funding?*

Activities and items eligible for funding must contribute to the outlined outcomes and objectives of the Activity. The following activities are eligible for funding:

- activities that will enhance and improve the existing maternal and perinatal mortality and morbidity data collection (eg. refinement of existing data items, development of new data items);
- activities that will improve the consistency of the national maternal and perinatal mortality and morbidity data collection;
- activities that will improve accessibility of data to health practitioners, policy makers, researchers and the broader public;
- other maternal and perinatal data work that will contribute towards providing quality maternity care and improving health outcomes for Australian mothers and babies.

8) *What activities and items are not eligible for grant funding?*

Any specific activities and items that are not eligible for grant funding will be specified in the Invitation to Apply.

9) *Selection criteria*

Any specific criteria will be outlined in the Invitation to Apply.

Applications for funding will be assessed against the following selection criteria:

- activity – how the proposed activity aligns with the Activity objectives;
- capacity – demonstrated ability to deliver the proposed activity in an effective and efficient manner;
- outcomes and benefits – the anticipated outcomes and benefits of the proposed activity; and
- value for money – how the proposed activity represents value for money.

10) *Contractual arrangements*

Successful applicants will be required to enter into a funding agreement with the Commonwealth (represented by the Department). The terms and conditions of the [Standard Funding Agreement](#) will apply to activities funded under this Activity.

11) *Reporting requirements*

Reporting requirements will include regular progress reports and will be negotiated with the successful applicant.

12) *Performance indicators*

Performance indicators will be negotiated with the successful applicant and will relate to the development and maintenance of a nationally consistent maternal and perinatal morbidity and mortality data collection in Australia.

Annexure A4

Primary Care Research

1. Activity summary

This purpose of this Activity is to support the conduct of primary health care research to build an evidence base to inform policy development and health care practice, thereby improving health outcomes for Australians.

2. Activity outcomes

The Activity aims to promote and build quality primary health related research that will:

- inform Commonwealth health policy, programs and practice;
- enhance the capacity of Australia's health care system; and
- improve health outcomes at the individual and population levels.

3. Activity objectives

Activity objectives are to:

- undertake research that meets the priorities of the Department;
- improve the transfer and exchange of primary health care research outcomes to the users of research to better inform health policy development, analysis and management, and, health care practice;
- improve the quality of and access to primary health care data; and
- support primary health care research partnerships and networks.

4. Funding available

Up to \$4.5 million (GST exclusive) over three years, commencing in 2016-17, has been allocated to this Activity from the grant R&D Program. The duration and value of available grants will be advised in the relevant grant opportunity summary.

5. Timing

It is anticipated that funding will be available for a three year period from 2016-17 to 2018-19.

6. Type of selection process

The type of selection process will be determined to suit each individual activity. It is expected that the bulk of grant funding would be provided through an open competitive process.

Definitions of each type of selection process can be found in [Part A, section 3.3](#). The grant opportunity summary for each approach to market provides detailed information on the applicable type of selection process.

7. Who is eligible for grant funding?

Unless otherwise specified, the grant opportunity summary for a grant, Part A, Section 2.1 of this document identifies the entity types which are eligible for funding.

8. What activities and items are eligible for grant funding?

It is expected that funding may be available for a range of activities to support the achievement of the objectives including:

- priority driven research;
- effective and efficient knowledge exchange and translation for end users of research with a focus on policy makers;
- collection, collation and analysis of research data and information, and provision of systems that support information sharing;
- data solutions for primary health care;
- collection and analysis of quality data and information of primary health care activities that can be used to inform and support the development of primary care policy and programs; and
- support for primary health care research networks and partnerships.

9. What activities and items are not eligible for grant funding?

Activities specified in Part A, Section 2.3 of these R&D Program Guidelines will not be eligible for funding.

10. Selection criteria

Applications for funding under the Activity will be assessed against the selection criteria outlined in the grant opportunity summary and application form. Specific selection criteria for individual activities will be outlined in the grant opportunity summary. Selection criteria for the Activity will address the following themes:

- activity – how the application aligns with the objectives of the Activity;
- capacity – the applicant’s capacity to deliver the activity/ies in an effective and efficient manner;
- outcomes and benefits – the expected outcomes of the activity/ies; and
- value with relevant money – the overall value for money offered by the application.

11. Contractual arrangements

Successful applicants will be required to enter into a grant agreement with the Commonwealth (represented by the Department). The terms and conditions of the [Standard Funding Agreement](#) will apply to grants funded under this Activity.

12. Reporting requirements

Specific reporting requirements will form part of each funded organisation's agreement with the Department. The reporting requirements for the activity will be negotiated with successful applicants but could include:

- An Activity workplan
- six monthly performance reporting
- annual income and expenditure reports; and
- a final report.

13. Performance indicators

Grant recipients will be required to report against performance indicators in their performance reports for the Activity. Relevant performance indicators will be determined during negotiations for the funding agreement, dependent on each activity to be funded.

Annexure A5 – Official approach to market template for grant opportunities.

In the event that a grant opportunity is created, and an approach to market is desired as part of the R&D program, the following template will be used.

Closing Date & Time: 2pm Canberra time on Wednesday dd/mm/yyyy

Enquiries: For assistance with technical difficulties please contact 1800 214 398.

All other enquiries should be emailed to Grant.ATM@health.gov.au.

Clarification questions should be sent no later than dd/mm/yyyy (five working days prior to closing date)

1. Grant opportunity Overview

The Australian Government is seeking applications for funding to ...

For further Program information, please refer to Part A, section 1 and Annexure A?

2. Funding Available

The Australian Government has made available up to \$XX million over X years, commencing in [month/year]. The value of individual grants will vary based on need, as demonstrated by applicants in their responses to the selection criteria, the specific activities to be undertaken by each grant recipient and the expected grant outcomes. Grant funding awarded under this grant opportunity may only be used for the activities addressed in this grant opportunity summary. Funding for other activities under the Program will be awarded through separate funding processes.

The first payment of funding to successful applicants will occur in accordance with the executed grant agreement.

Funds made available under this grant opportunity must be expended in accordance with the grant agreement.

Submitting an application does **not** guarantee funding.

3. Timeframes

Applications must be submitted to the Department by 2pm Canberra time on Wednesday dd/mm/yyyy.

Applicants will be notified of the outcomes of their applications in writing following a decision by the Approver. The

Department anticipates that successful applicants will be selected and advised by the end of [month/year]. The Department may not notify unsuccessful applicants until it has executed grant agreements with successful applicants.

The expected Activity start date is [day/month/year] and the expected Activity end date is [day/month/year]. Grant funds must be expended by the Activity end date.

4. Who is eligible for funding?

Applicants are not required to have a prior funding relationship with the Department, but **must** be one of the following legal entity types to be eligible for funding under this grant opportunity:

- Incorporated association incorporated under Australian state/territory legislation;
- Incorporated cooperative incorporated under Australian state/territory legislation;
- Aboriginal corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*;
- Organisation established through specific Commonwealth or state/territory legislation;
- Company incorporated under the *Corporations Act 2001 (Commonwealth of Australia)*;
- Partnership;
- Trustee on behalf of a trust;
- Australian local government body; or
- Australian state/territory government.

Eligibility criteria will not be waived in any circumstances, however the Department may contact applicants to clarify their eligibility at the discretion of

the chair of the Assessment Committee responsible for assessing an application for grant funding.

OR

At the discretion of the Approver, eligibility criteria may be waived where the Department receives an insufficient number of suitable applications for grant funding under a grant opportunity or to fill gaps in service provision. The Department may also contact applicants to clarify their eligibility, at the discretion of the chair of the Assessment Committee responsible for assessing an application for grant funding.

4.1 Applications from Consortia

The Department recognises that, where appropriate, some organisations could form consortia to deliver activities. If submitting a joint application for funding or submitting on behalf of a consortium, a member entity or a newly created entity must be appointed as the lead entity. Only the lead entity will enter into and be responsible for any subsequent contractual relationship with the Department. The lead entity must complete the Application Form and identify all other members of the proposed consortium in their application. The application should also include a letter of support from each additional organisation (apart from the lead entity) involved in the proposal. Each letter of support should include:

- a) an overview of how the consortium member will work with the lead entity and any other consortium member(s) to support the successful completion of the Activity;
- b) an outline of the relevant experience and/or expertise the

consortium member will bring to the consortium;

- c) the roles/responsibilities the consortium member will undertake, and the resources it will contribute (if any);
- d) details of a nominated management level contact officer; and
- e) details of the lead entity.

5. What activities and items will be funded?

The following types of activities are eligible for funding:

- [insert list of eligible activities]

6. What activities and items will not be funded?

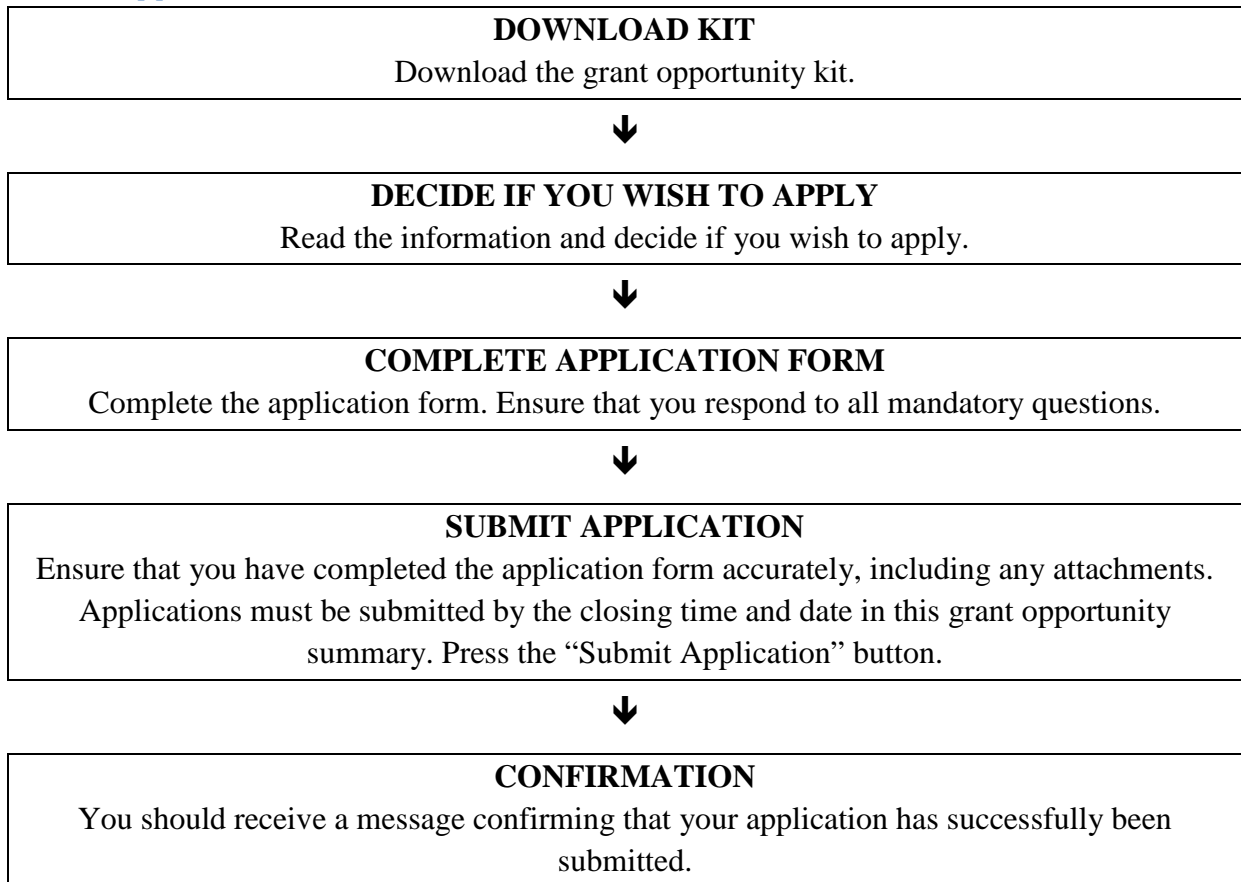
Funding will **not** be provided for the following activities and items:

- [insert list of ineligible activities]

This is not an exhaustive list and the Department may choose not to fund other activities at the discretion of the Approver.

7. Application process

7.1 Application Process Flowchart



7.2 *Completing the Application Form*

Applications for funding must be submitted on the provided application form, which can be downloaded as part of the application pack from the Department's [Tenders and Grants webpage](#).

The application form must be completed in English.

The application should include all attachments specified in Part B, section 0.

The declaration in the application form should be signed by a person authorised to act on behalf of the applicant.

7.3 *Attachments*

Applicants should attach the following documents to their applications:

- Performance Indicators table, as per Appendix 3;
- one (1) copy of the organisation's Certificate of Incorporation; and
- non-government applicants that have not previously received funding from the Department should also include one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The Department may ask for further information about the applicant's financial viability.

Supporting documentation should be attached to the applications in accordance with the instructions provided. Applicants should **only attach requested documents**. The Department is under no obligation to consider information in attachments that were not requested.

7.4 *Submitting an Application*

All applications must be submitted by **2pm on Wednesday dd/mm/yyyy**.

Applicants are responsible for ensuring that their applications are completed accurately. Applicants may not alter the substance of an application after the closing date and time. If there is an error in a submitted application, applicants should inform the Department immediately in writing by email to Grant.ATM@health.gov.au. The Department may, at its discretion, choose to seek information to clarify any aspect of an application.

Applicants are encouraged to retain a copy of their applications for record keeping purposes.

Applicants should email their application to Grant.ATM@health.gov.au.

Applications exceeding 20MB in size should be emailed in multiple clearly labelled emails (e.g. part 1 of 3), with each email no more than 20MB in size. Do not zip or password protect applications or attachments.

Emailed applications will be acknowledged by reply email within one working day.

7.5 *Late Applications*

The Department will normally only accept a late application if it is the direct result of mishandling by the Department. In all other circumstances, in the interests of fairness, the Department reserves the right **not** to accept late applications. In considering whether it would be fair to accept a late application, the Department will take into account the degree of lateness, whether the cause of the lateness

was beyond the applicant's control and such other facts as it considers relevant.

The Department may also ask the applicant to provide evidence to support their claims regarding the reasons for late submission. If the applicant considers that their application will be late they should notify Grant.ATM@health.gov.au prior to the closing time advising of the circumstances for the lateness. The chair of the Assessment Committee will take the reasons into consideration when deciding whether or not to accept the late application.

8. Application Assessment

This is an open / targeted competitive grant opportunity, with eligible applications being assessed against the selection criteria and then prioritised against other eligible applications for the available funding.

OR

This is a non-competitive grant opportunity, with compliant applications being assessed against the selection criteria for suitability. The Department expects that all suitable applications will be funded.

OR

This is a demand-driven grant opportunity that will remain open for applications until dd/mm/yyyy or until all funding is awarded. Compliant applicants will be funded in the order in which applications are received while funds are available.

8.1 Assessment Committee

The Department will establish an Assessment Committee to assess applications and make a recommendation to the Approver on which applicants to fund. The Assessment Committee will be comprised of representatives of the Program policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment. The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as agency staff in accordance with Part 1, section 2.8 of the CGRGs.

8.2 Stage 1 Eligibility Criteria and Application Compliance

The eligibility of applicants will be considered as a first step before applications are assessed. Each applicant must satisfy the eligibility criteria in Part B, section i.4 of this document in order to be considered for funding. All applications will also be checked for compliance with the following requirements:

1. The application must be completed in English using the provided application form.
2. The application must address all mandatory questions / criteria.
3. All attachments listed in Part B, section 0 of this Grant opportunity Summary must be included.

4. List any other compliance requirements...

Only applications that satisfy all eligibility and compliance requirements will proceed to Stage 2 and be considered for assessment against the Selection Criteria. The Assessment Committee may contact applicants to clarify the eligibility or compliance of an application at the discretion of the chair of the Assessment Committee.

8.3 Stage 2 Selection Criteria

All applications will be assessed against each selection criterion specified in the relevant Annexure A and rated against the relevant scale in Part A, section **Error!**
Reference source not found..

8.4 Other considerations relevant to assessment

The Assessment Committee will consider whether each eligible application represents value with relevant money.

In assessing an application, the Assessment Committee may consider the applicant's financial viability and the risk of the application, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.

The Assessment Committee may also consider information about the applicant

that is available through the normal course of the Department's business.

If the assessment process identifies unintentional errors of form in an application, the applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition.

8.5 Oversubscription / undersubscription

In the event that the grant opportunity is oversubscribed, applications will be shortlisted against the following policy priorities according to the activities they address:

- priority 1
- priority 2
- etc.

Where there are insufficient suitable applications received under a grant opportunity, the Department may seek to fill any gaps in policy objectives through targeted approaches to selected applicants.

8.6 Approver

The Approver for this grant opportunity is the Minister for Health/First Assistant Secretary, Population Health and Sport Division/Assistant Secretary, Preventive Health Policy Branch.

The Approver will make a decision about the award of grants by considering whether each proposal will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding.

8.7 Application outcomes

Applicants will be notified of the outcomes of their applications in writing following a decision by the Approver.

9. Reporting Requirements

Specific reporting requirements will form part of the Department's grant agreement with successful applicants, and may include:

- an Activity work plan;
- six monthly performance reporting;
- annual income and expenditure reports; and
- a final report.

Reporting requirements may vary depending on the Department's risk assessment of each grant agreement. Risk assessments may be reviewed by the Department at any time during the life of the grant agreement and reporting requirements may be adjusted accordingly.

10. Insurance

Successful applicants will be required to take out and maintain, for the period specified in the funding agreement, all types and amounts of insurance necessary to cover the obligations of the organisation in relation to the activity.

Where the Department deems appropriate, additional insurance requirements may be specified in the funding agreement.

APPENDIX 1: APPLICATION CHECKLIST

Before submitting an application, complete the following checklist to ensure that the application is complete.

Before You Begin

- Read this Grant opportunity Summary (including the Frequently Asked Questions in Appendix 2 and the Program Guidelines).
- Ensure that you understand the Eligibility Criteria in Part B, section i.4 and the Selection Criteria in Part B, section **Error! Reference source not found.**

Completing the Application

- Use the provided template application form and complete every section.
- Complete the application form in English.
- Include a statement declaring any actual, potential or perceived Conflicts of Interest either in the process to develop the application, or that would exist if the applicant were successful, in the Declaration at the end of the Application Form.

Submitting Your Application

- Check that each section of the application form is complete.

Attach the following documents to your application:

- Performance Indicators table, as per Appendix 3;
- one (1) copy of the organisation's Certificate of Incorporation; and
- non-government applicants that have not previously received funding from the Department should also include one (1) copy of the organisation's financial statements (preferably audited) for the previous financial year. The Department may ask for further information about the applicant's financial viability.

For applicants submitting a consortium application:

- Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the Department.
- Attach to the application a letter of support from each of the consortium members. Ensure that each letter of support includes the information required by Part B, section 0.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS

Can my organisation apply for more than one grant under this grant opportunity?

Yes. Applicants may submit multiple applications for different activities / regions under this grant opportunity.

OR

No. Applicants may only submit one application under this grant opportunity.

Will late applications be accepted?

In the interest of fairness, the Department reserves the right not to accept late applications. In considering whether it would be fair to accept a late application, the Department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant's control and such other facts as it considers relevant. The Department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submittal.

Please refer to Part B, section 0.

When will my organisation find out if my application has been successful?

The selection process may take some time to complete, but it is anticipated that applicants will be notified of the outcome by the end of [month/year].

Can a number of organisations submit a consortium application?

Yes. A joint application will be considered as a consortium. If the work or activity involves more than one organisation, you can submit a joint application. However, in order to manage the funds appropriately, if a joint application is successful, the Department will enter into a grant agreement with the nominated lead organisation. The joint application should include letters of support in line with Part B, section 0.

What is a lead organisation?

If you submit a joint application with one or more other organisations, nominate a lead organisation for the application. The lead organisation for the activity will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the grant agreement.

A lead organisation must be a legal entity which is able to enter into the grant agreement and must meet the Eligibility Criteria in Part B, section i.4.

Are there any GST or income tax-related issues involved in receiving funding?

Yes. The grant agreement will outline the taxes (including GST), duties and government charges for which successful funding applicants will be responsible.

Applicants are responsible for ensuring compliance with appropriate taxation legislative requirements.

For general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the [Australian Taxation Office website](#). However, applicants are advised to seek independent advice from a taxation professional on how funding provided under this Program would be treated for tax purposes.

When will my organisation receive the funding?

All payments of funding will be based on milestones (e.g. performance reports) as set out in the schedule to the grant agreement.

Who should I contact if I need more information?

If you have any other questions or you need more information, direct all queries in writing by email to the Grant.ATM@health.gov.au inbox.

Ensure that you submit questions by no later than dd/mm/yyyy. This allows the Department to disseminate information to applicants with sufficient time for the applicant to consider the impact of the response on their application.

APPENDIX 3: PERFORMANCE INDICATORS

Complete the table below for your proposed project and attach it to your Application Form.

Key Performance Indicators (KPI)	Proposed date/s for delivery	Activity Outcomes	Activity Outcome Measure
<i>What key services, activities or products will you deliver? (Provide measurable indicators or outputs)</i>	<i>When will this be done by?</i>	<i>What do you expect will change as a result of this Activity?</i>	<i>How will you measure what has changed?</i>
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]
[enter KPI here]	[enter delivery date/s here]	[enter activity outcomes here]	[enter activity outcome measure here]