



Australia's National
Science Agency

Australia-Singapore Low Emissions Technologies Initiative for Maritime and Port Operations (ASLET)

ASLET Grant Opportunity Guidelines

17 July 2024

Updated from version 15 July 2024 to activate hyperlinks

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1 Introduction

These guidelines contain information on the grant opportunity under the Australia-Singapore Initiative on Low Emissions Technologies for Maritime and Port Operations (ASLET).

This document sets out:

- The purpose of the grant program.
- The eligibility and assessment criteria.
- How we consider and assess grant applications.
- How we notify applicants and enter into grant agreements with grantees.
- How we monitor and evaluate grantees' performance.
- Responsibilities and expectations in relation to the opportunity.

These guidelines contain information specific to **Australian lead applicants only**.

If your project has a Singaporean lead applicant, please refer to the relevant guidelines on the [Maritime and Port Authority of Singapore \(MPA\) website](#).

We have defined key terms used in these guidelines in the glossary at Section 14.

You should read this document carefully before you apply.

2 ASLET and grant opportunity overview

2.1 About ASLET

The Australia-Singapore Initiative on Low Emissions Technologies for Maritime and Port Operations (**ASLET**) supports the maritime and port operations sector to move towards a zero and near-zero emissions future. The ASLET activities focus on demonstrating bilateral benefit to both Singapore and Australia.

ASLET is co-delivered by CSIRO, Australia's national science agency, and the Maritime and Port Authority of Singapore, and is supported by the Governments of Singapore and Australia. The initiative aligns with and will support the Singapore-Australia Green and Digital Shipping Corridor (**GDSC**) outcomes, which will help decarbonise and digitalise shipping routes between Singapore and Australia.

ASLET presents a significant opportunity for both countries, given Singapore's position as the world's largest bunkering and busiest transshipment hub port, and Australia's potential to be a leading producer and exporter of low-emissions fuels.

As part of ASLET, both Singapore and Australia will commit up to \$10 million each in their respective currencies to deliver projects to facilitate research, demonstration, and commercialisation of zero and near-zero greenhouse gas (GHG) emission technologies, fuels and energy sources for use in maritime shipping and port operations.

We will administer the ASLET grant opportunity according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

2.2 About the ASLET grant opportunity

The **objective** of the ASLET grant opportunity is to provide funding to **applied research, pilot and demonstration projects** that will contribute to the following **outcomes**:

- **Reduced costs** of using low emissions fuels and technologies, including clean hydrogen and its derivatives, in maritime and port operations.
- **Improved technical and commercial readiness** of low emissions fuels and technologies in maritime and port operations, including increased industry awareness and acceptance.
- **Improved industry investment in and uptake** of low emissions technologies in Australia and Singapore, as well as increased economic and employment opportunities.
- **Reduced emissions** in Australia and Singapore through contribution towards national emissions reduction targets and global emissions reduction targets set by the International Maritime Organisation (IMO) for shipping.
- **Strengthened connections** among Australia and Singapore maritime and port industry users, technology suppliers, researchers, and other relevant industry participants.

The ASLET grant opportunity will support projects that contribute to the above outcomes in priority **challenge focus areas**. These were identified through an independent, bilateral co-design process led by CSIRO and involving participation of industry stakeholders. For further details, see [more detailed information on the challenge focus areas](#) and the [ASLET co-design process synthesis report](#).

The **challenge focus areas** are:

- **Challenge 1** – Mitigate safety and ecological risks associated with the use of low-emissions fuels, such as ammonia and hydrogen.
- **Challenge 2** – Develop technology and infrastructure at ports to accommodate the adoption of low-emissions fuels.

- **Challenge 3** – Reduce the cost of low-emissions technologies in short-sea vessels.

Therefore, applications must address the desired outcomes of ASLET in **at least one of the three challenge focus areas**.

Projects must be aimed at developing and/or demonstrating technologies with a **Technology Readiness Level (TRL) of 6 or above at end of the project**.

3 Grant amount and grant period

3.1 Grants available

For projects with Australian lead applicants, there is **up to AU\$8.4 million available** to fund successful projects.

- The **minimum** grant amount is AU\$500,000.
- The **maximum** grant amount is AU\$3 million.

The lead applicant and project partners (if applicable) are required to contribute towards the project activities. **The grant amount will be up to a maximum of 50 per cent of eligible project expenditure.**

The lead applicant and projects partners (if applicable) are responsible for providing the remaining 50 per cent of eligible expenditure and any ineligible expenditure, which we consider to be your contribution. Your contribution must be in cash and/or in-kind.

Lead applicants may submit more than one application under the grant opportunity provided they are demonstrably unrelated. In addition, the projects should not be dependent on any other project application for its success.

We cannot fund your project if it receives funding from another Commonwealth government grant for the same activities. You can apply for a grant for your project under more than one Commonwealth government program, but if your application is successful, you must choose either the ASLET grant or the other Commonwealth government grant.

3.2 Grant period

You must complete your project by **30 June 2027**.

The Program Delegate may extend this period under exceptional circumstances.

4 Eligibility criteria

4.1 Who is eligible to apply for a grant?

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

To be eligible, the lead applicant must:

- Have an Australian Business Number (ABN); and
- Be registered for the Goods and Services Tax (GST);

and be one of the following entities:

- An Australian entity incorporated under the *Corporations Act 2001* (Cth);
- An eligible Australian research institution, including an Australian university;

and:

- Be an organisation that is **undertaking business or research and development activities relevant to the maritime, port operations and/or low emissions energy technology supply chain.**

The lead applicant may apply independently or with project partners. Only the lead applicant needs to fulfil the above eligibility requirements.

4.2 Additional eligibility requirements

We can only accept your application if the project:

- Aligns with one or more of the outcomes in Section 2.2; and
- Aligns with one or more of the challenge focus areas in Section 2.2; and
- Is aimed at developing and/or demonstrating technologies with a TRL of 6 or more at end of the project.

Furthermore:

- All the material requested to address the assessment criteria (as described in Section 6) must be provided; and
- The lead applicant and project partners (if applicable) agree to deliver the project in accordance with relevant legislation, policies, and industry standards in all project locations; and

- The lead applicant and project partners (if applicable) are not engaged in any litigation, arbitration, administrative proceedings, investigations, or before any court, tribunal, commission, arbitral body or other agency in any jurisdiction in the Commonwealth of Australia (for enterprises based in Australia) that will affect its capacity to undertake the project or its reputation.

We cannot waive these eligibility criteria under any circumstances.

4.3 Who is not eligible to apply for a grant?

You are **not** eligible to apply if you:

- Do not satisfy the requirements in Sections 4.1 and 4.2.
- Are an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012)*.
- Are a Commonwealth agency or body (including corporate Commonwealth entities).
- Are an individual or partnership.
- Are a trust (however, an incorporated trustee may apply on behalf of a trust).

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your project activities must:

- Have at least AU\$1 million in eligible expenditure.

Eligible activities may include those that relate directly to the project:

- Employment of personnel.
- Research, development and demonstration activities.
- Purchase of plant or equipment, including installing tech bays, gas storage facilities, analysis equipment, and safety and environmental systems.
- Other activities in line with the objective, desired outcomes and priority areas of the ASLET grant opportunity, as approved by the Program Delegate.

5.2 Eligible locations

Your project must be delivered in **Australia and/or Singapore**.

5.3 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 agreement.
- Be a direct cost of the project or be incurred for project audit activities (where applicable).
- Meet the eligible expenditure guidelines in Appendix A.

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

5.4 Ineligible expenditure

Not all expenditure on your project may be eligible for grant funding. For guidance on ineligible expenditure, see Appendix B.

6 Assessment criteria

6.1 Assessment criteria overview

You must address all assessment criteria in your application. Your application will be assessed based on the weighting given to each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes text limits as specified.

6.2 Assessment criterion 1 – Contributes to objective, outcomes and priorities.

The extent to which the proposed project will contribute to the objective, desired outcomes and priority areas of the ASLET grant opportunity (1000 words, 30 points).

Applications should:

- Describe how the project will contribute to the objective and desired outcomes of the ASLET grant opportunity.
- Describe how the project aligns with one or more of the challenge focus areas.
- Provide a scan of existing technologies relating to your project and describe how your project builds on or differentiates from these.
- Provide an assessment of the current TRL and expected TRL at the end of the project, including justification for this assessment.
- Describe the market potential of project outcomes, including relevance to the maritime industry and its customers, market size and market share.

6.3 Assessment criterion 2 – Project design and methodology.

The strength of the design and methodology of the proposed project, including identifying and managing risks, in order to successfully deliver the project (1000 words, 30 points).

Applications should:

- Describe the technical design and methodology of the project.
- Describe the project outputs, i.e. tangible deliverables.
- Describe the expected project outcomes, i.e. uptake of project outputs.
- Attach a project plan (15-page limit) which should include:
 - A clear description of the project scope.
 - Duration of the project, including start and end dates.
 - Project phases and stage-gates, if relevant.
 - Objectively verifiable milestones and deliverables.
 - A description of how the project will be managed and governed.
 - The locations at which the project will be undertaken.
 - Any dependencies or other relevant information.
 - A risk management plan.
 - A work, health and safety plan.
 - An intellectual property management plan.
 - A knowledge sharing plan describing how you intend to share knowledge from the project for government, industry and community benefit.

6.4 Assessment criterion 3 – Capability and capacity.

The capability and capacity of the applicant, project partners and key project personnel to deliver the proposed project (1000 words, 20 points).

Applicants should:

- Describe their track record and experience in managing similar projects, and their plan specific to this project to utilise and manage personnel with appropriate governance, management and technical expertise, including project partners.
- Describe the resources that will be used to deliver the project, including the allocation of personnel to key responsibilities, and the infrastructure, capital equipment, technology and intellectual property required, including project partners.

6.5 Assessment criterion 4 – Budget justification and value for money.

The value for money of the project, including the level of co-investment and evidence of commitment, including both cash and in-kind, to the project (500 words, 20 points).

Applicants should:

- Describe how the grant will benefit the project.
- Describe the broader benefits of the project, specifically for Singapore and Australia.
- Provide a project budget in the template provided (see [CSIRO ASLET website](#)) including:
 - A breakdown of expected expenses, including any overseas expenses.
 - The total cost of the project.
 - The funding sought from this grant opportunity.
 - Details of cash and in-kind contributions from the lead applicant and other sources, including project partners.
- Attach letters of support from the lead applicant and any project partners, including:
 - Commitment to provide the specified cash and/or in-kind contributions.
 - Confirmation of financial capacity to fund the proposed contributions.

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 an ASLET Grant Opportunity Application Form from the [CSIRO ASLET website](#).
- Provide all the information requested.
- Address all eligibility and assessment criteria.
- Include all necessary attachments.
- Send to ASLET@csiro.au

Applications must be submitted before the closing date.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995 \(Cth\)](#).

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process, contact us at ASLET@csiro.au.

7.2 Attachments to the application

The required attachments for your application are specified against the respective assessment criteria in Section 6. Relevant templates can be found on the [CSIRO ASLET website](#).

We will not consider information in attachments that we have not requested.

7.3 Applications with project partners

Projects may include the lead applicant and one or more project partners. Only the lead applicant can submit an application and, if successful, enter into a grant agreement with CSIRO.

7.4 Applications that are related to another application

Your project should not be dependent on any other project application for its success (see Section 3.1). However, applicants can (where relevant) identify a relationship between their application and another application. This applies to:

- Applications with either Australian or Singaporean lead applicants; and
- Projects that can be delivered independently, but if delivered in parallel would accelerate desired outcomes.

Acceleration of desired outcomes, including demonstration of bilateral benefit, through parallel delivery of independent projects will be considered in the selection of projects to be funded.

7.5 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

Applications will be assessed after the closing date.

We expect successful applicants will be informed no later than January 2025.

If you are successful, we expect you will be able to commence your project no later than two months after signing the grant agreement.

7.6 Questions during the application process

If you have any questions during the application period, please contact us by email at ASLET@csiro.au.

8 The grant selection process

8.1 Assessment of applications

We first review your application against the eligibility criteria (see Section 4).

If eligible, your application will then be assessed against the assessment criteria (see Section 6) by members of an independent panel which will be comprised of independent technical experts and/or advisors.

All assessed applications will then be reviewed by the ASLET Steering Committee which is comprised of representatives from government, industry and science from both Australia and Singapore.

The committee will recommend projects for grant funding based on relative merit and a portfolio approach. Therefore, the committee may decide not to recommend otherwise meritorious projects for funding, in order to achieve the overall objectives of the ASLET initiative.

8.2 Who will approve grants?

The Program Delegate decides which projects to approve for funding, taking into account the recommendations of the ASLET Steering Committee, the overall objectives of the ASLET initiative, and availability of grant funds across financial years.

The decision of the Program Delegate is final in all matters, including:

- The grant approval.
- The grant funding to be awarded.
- Any conditions attached to the offer of grant funding.

9 Notification of application outcomes

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

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with CSIRO. A sample grant agreement is available at the [CSIRO ASLET website](#).

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

You will have **30 days** from the date of a written offer to execute the grant agreement.

The offer may lapse if both parties do not sign the grant agreement 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 provide in your application.

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

Your grant agreement 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 agreement.

If you enter a grant agreement 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 agreement.

10.2 Specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking projects. Projects and project partners must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that these requirements are met where necessary.

In particular, you will be required to comply with:

- Any relevant laws or regulations relating to safety handling standards, production, use, storage and transportation of hazardous chemicals.
- Any relevant laws or regulations relating to work health and safety.
- Any relevant laws or regulations relating to maritime and port settings, including marine safety, protection of the sea and navigation.
- *Australian Code for the Responsible Conduct of Research 2007.*
- *National Statement of Ethical Conduct in Human Research (2007) - Updated 2018.*
- *Australian Code for the Care and Use of Animals for Scientific Purposes (2013).*

10.3 Intellectual property rights

The lead applicant must provide details of intellectual property (IP) arrangements in their application (see Section 6). This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project. You and your project partners must negotiate arrangements and procedures for using and handling all IP, in a manner which maximises the benefits to Australia and/or Singapore. These arrangements may include the allocation of IP rights, or of the income from IP, between you and your project partners. You or your project partners may wish to consult the IP Toolkit for Collaboration, available at business.gov.au, or approach IP negotiations in line with the principles outlined in the *National Principles of Intellectual Property Management for Publicly Funded Research (2017).*

10.4 Export controls

As this initiative involves research collaboration with foreign entities, some provisions of Australia's export controls regime may apply to projects. It is the responsibility of lead applicants to consider the implications, if any, of the relevant legislation on the proposed project before submitting applications, and to comply with any applicable requirements if it is successful. Further information is available on the [Department of Defence](#) website.

10.5 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.

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 agreement with CSIRO.

10.6 How we pay the grant

The grant agreement will state the:

- Maximum grant amount to be paid.
- Proportion of eligible expenditure covered by the grant (grant percentage).
- Any financial contributions you must make.
- Any in-kind contributions you must make.
- Any financial contribution provided by a third party.
- Anticipated time we will pay.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet those costs yourself.

We will make an initial payment on execution of the grant agreement and upon provision of required documentation (i.e. an invoice may be required). We will make subsequent payments according to an agreed schedule set out in the grant agreement and these may be reliant upon provision of an agreed invoice. Payments are subject to you demonstrating satisfactory progress on the project via reporting (see Section 12.2). Unspent grant funds will need to be returned to CSIRO.

10.7 Grant payments and GST

Grantees will be instructed by CSIRO on how to initiate payments.

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide tax advice.

11 Announcement of grants

If successful, your grant will be listed on the [CSIRO ASLET website](#) following execution of the grant agreement.

We may also publish non-sensitive details of successful projects online including on the [CSIRO ASLET website](#). We are required to do this by the [Commonwealth Grants Rules and Guidelines Section 5.3](#). This information may include:

- Name of your organisation.
- Title of the project.
- Description of the project and its aims.
- Amount of grant funding awarded.
- Australian Business Number.
- Business location.
- Your organisation's industry sector.

12 How we will monitor your project

12.1 Keeping us informed

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

We need to know of any key changes to your project team, organisation or its business 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.
- Bank account details.
- Project partners.

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

12.2 Reporting

You must submit reports in accordance with the requirements specified in the grant agreement. Reporting may include progress reports, ad hoc reports and communications, and a final report.

We will expect you to report on:

- Progress against agreed project milestones.

- Project expenditure, including expenditure of grant funds.
- Contributions of participants directly related to the project.
- Other reporting requirements, as specified in the grant agreement.

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

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

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

12.3 Audited financial acquittal report

You will be required to provide an independently audited financial acquittal report. This report requires you to prepare a statement of grant income and expenditure that will verify that you spent the grant in accordance with the grant agreement. The report template will be provided in your grant agreement.

12.4 Grant agreement variations

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

- Changing project milestones.
- Extending the timeframe for completing the project but only with Program Delegate approval under exceptional circumstances.
- Changing project activities.

An increase in grant funds is not permitted.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. You can submit a variation request via email to ASLET@csiro.au.

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

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your project to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

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

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 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 grant program was in achieving its outcomes.

We may contact you up to one year after the end date of your project activities for more information to assist with this evaluation.

12.8 Acknowledgement

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

‘This project received grant funding from the Australian Government.’

13 Probity

13.1 Probity overview

CSIRO will administer this grant opportunity in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

The ASLET Grant Opportunity Guidelines may be changed by us. When this happens, the revised guidelines will be published on the [CSIRO ASLET website](#). CSIRO and MPA are committed to conducting the affairs of both organisations with integrity and in the national interests consistent with the functions of each agency.

13.2 Enquiries and feedback

For further information or clarification, you can contact us by email at ASLET@csiro.au.

We may publish answers to your questions on the [CSIRO ASLET website](#) as Frequently Asked Questions.

13.3 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if any individual or entity involved in assessing, funding, administering or undertaking a project has:

- A professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a CSIRO officer or member of an external panel.
- A relationship with, or interest in, a party which could prevent the activity from being carried out fairly and independently or otherwise compromise the integrity of the activity or its participants.
- A relationship with, or interest in, a party from which they could receive personal gain because the party receives a grant under the grant opportunity.

You will be asked to declare, as part of your application, 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 notify us in writing immediately.

All CSIRO officers working on the ASLET initiative, including the decision makers, must declare any conflicts of interest.

CSIRO is committed to conducting the affairs of the organisation with integrity and in the national interest. This is consistent with the required 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.

CSIRO publishes its conflict of interest policy as part of the [CSIRO Code of Conduct](#) on the CSIRO website.

13.4 How we use your information

Unless the information you provide to us is confidential information (see Section 13.5) or personal information (see Section 13.7) we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- To improve the effective administration, monitoring and evaluation of this grant opportunity and ASLET.

- For research.
- To announce the awarding of grants.

13.5 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- You clearly identify the information as confidential and explain why we should treat it as confidential.
- The information is commercially sensitive.
- Disclosing the information would cause unreasonable harm to you or someone else.
- You provide the information with an understanding that it will stay confidential.

13.6 When we may disclose confidential information

We may disclose confidential information to:

- Our co-delivery partner, the Maritime and Port Authority of Singapore, and the Singapore Government, for the purpose of managing and delivering ASLET.
- The panel, committee, and our employees and contractors, to help us manage the grant program effectively.
- Employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery.
- Other Commonwealth, State, Territory or local government agencies in program reports and consultations.
- The Auditor-General, Ombudsman or Privacy Commissioner.
- The responsible Minister or Assistant Minister.
- A House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- We are required or authorised by law to disclose it.
- You agree to the information being disclosed.
- Someone other than us has made the confidential information public.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.7 How we use your personal information

We must treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- What personal information we collect.
- Why we collect your personal information.
- Who we give your personal information to.

We may give the personal information we collect from you to our employees and contractors, the panel, the committee, and other Commonwealth employees and contractors, so we can:

- Manage the grant program and ASLET.
- Research, assess, monitor and analyse the ASLET and its activities.

CSIRO, or the Australian Government, may:

- Announce the names of successful applicants to the public.
- Publish project information online including on the [CSIRO ASLET website](#).

You may read [CSIRO's Privacy Policy](#) for more information on:

- What is personal information.
- How we collect, use, disclose and store your personal information.
- How you can access and correct your personal information.

13.8 Freedom of information

All documents in the possession of the Australian Government, including those in CSIRO's possession about the grant 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 Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government, including those held by CSIRO. 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.

14 Glossary

Term	Definition
applicant (or lead applicant)	An eligible organisation as defined in Section 4 that has submitted a proposal for funding under this grant opportunity.
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.
<u><i>Commonwealth Grants Rules and Guidelines (CGRGs)</i></u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
decision maker	The person who decides 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 Section 5.1.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in Appendix A.
grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money (as defined in the PGPA Act) or other <u>Consolidated Revenue Fund</u> (CRF) money is to be paid to a grantee other than the Commonwealth; and

Term	Definition
	b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program/initiative	A ‘program’ or ‘initiative’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
grantee	The individual/organisation which has been selected to receive a grant.
partner (or project partner)	An entity who will participate in the proposed project but who is not the lead applicant.
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not, and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An Australian government official within CSIRO with financial delegation responsibility for administering the grant program or ASLET.
project	A project described in an application for grant funding under the grant program.

Term	Definition
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria and overall program/initiative objectives.
Technology Readiness Levels (TRLs)	Are a commonly used method for estimating the maturity of a technology from basic research (TRL 1) through to commercial deployment (TRL 9). Please use the TRL definitions here in preparing your application.
value for money	<p>Value for money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

Appendix A – Eligible expenditure

This section provides guidance on the eligibility of expenditure.

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 or your project partner(s) within the project period.
- Be a direct cost of the project or be incurred by you to undertake required project audit activities (where applicable).
- Meet the eligible expenditure guidelines.

Eligible expenditure items include:

- **Direct labour costs** of employees directly employed on the core elements of the project. We consider a person an employee when paid a regular salary, wage or stipend, out of which regular tax instalment deductions are made.
- **Up to 30% labour on-costs** for employees to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project.
- **Contract expenditure** covering the cost of eligible project activities that are contracted to others. All contractors must have a written contract prior to starting any project work. Invoices from contractors must contain a detailed description and breakdown of the work including hours and hourly rates.
- **Domestic and international travel** limited to the reasonable cost of accommodation, visa, insurance and transportation required to conduct agreed project activities, capped at 10% of the project funding provided by CSIRO.
- **Plant or equipment** required to undertake the project, including evidence of purchase cost, payment and receipt of capital items.
- **Other eligible expenditure** such as consumables and other operating expenses, as approved by CSIRO.


Appendix B – Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

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

Examples of ineligible expenditure include:

- Travel costs not associated with project activities.
- Capital expenditure for the purchase of non-project related 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, upgrade or hire of software (including user licences) and ICT hardware, unless required for project activities.
- Activities that would be undertaken in the normal course of business such as website development or the purchase, development and/or integration of standard software for core purposes (e.g. accounting, financial management, business planning, sales and promotional activities).
- Any costs incurred prior to the signing of a grant agreement.
- Institutional overheads.
- Costs associated with the internal preparation of finance and audit statements.
- Any activities, equipment or supplies that are already being supported through other sources.
- Indirect costs of research, not listed in eligible expenses.
- Costs such as rental, renovations and utilities.
- Insurance costs (lead applicants and their project partners must maintain adequate insurance or similar coverage for any liability arising as a result of their participation in the project).
- Staff recruitment and relocation costs.
- Debt financing.
- Other costs as determined by the Program Delegate as not meeting the eligibility requirements.



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