An application for listing must be completed for each competitive funding scheme by the scheme manager. The Department of Education will not accept an application for listing from a third party.

Please note: All schemes will be listed on the Australian Competitive Grants Register (ACGR) for the duration of their funding (up to a maximum of five years). Schemes listed on the 2014 ACGR are not required to re-apply for listing in 2015 as they will automatically be included on the 2015 ACGR (excluding those schemes listed as ‘expired’). Schemes will be required to re-apply after a period of five years from first being listed.

Step 1
Make sure that the scheme has been identified correctly. For the purposes of the ACGR, a scheme is characterised by an administrative process that allocates funds using a discrete set of rules. An application for listing must be supplied for each distinct scheme. For example, the Australian Research Council’s programs (Discovery, Linkage, etc) each operate on the basis of a separate set of funding rules. They are therefore identified individually on the current ACGR.

Step 2
Assess the scheme against all criteria on the form and place a “C” for compliant or “N” for non-compliant in the relevant box. Please note that scheme managers are required to provide specific supporting information for selection criteria 1, 2, 3 and 11. Explanatory material is provided to assist with interpretation of each criterion and should be referred to in developing the application.

Step 3
If the scheme complies with all criteria, sign and date the declaration and send the form (including necessary evidence) by e-mail to RBGrants@education.gov.au. Please do not post your application for listing. Keep the original for your records.
The due date for late applications is 23 January 2015.

Applications received after this deadline will not be considered for listing on the 2015 Draft ACGR. The Department of Education will advise all applicants of their listing status at the conclusion of the ACGR update. While the Department relies substantially on the information supplied on the application for listing, inclusion on the ACGR is not automatically guaranteed by declared compliance of the criteria. Once applications are received, the Department will determine whether a scheme satisfies the criteria for listing on the ACGR and may contact applicants for further information during the assessment process. The Department remains the sole authority in determining a scheme’s inclusion on the ACGR. Higher education providers will be provided with a draft list of schemes prior to the finalisation of the ACGR. This will allow universities to identify schemes which may have been omitted and provide schemes with the opportunity to apply.

If you require further information please contact the department via e-mail: RBGrants@education.gov.au
## APPLICATION FORM

<table>
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<th>Department or over-arching body</th>
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<tr>
<td>Funding institution</td>
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<td>Scheme name</td>
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<td>Scheme manager</td>
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**Instructions:** Assess the nominated scheme against all criteria and place a “C” for Compliant or “N” for Non-compliant in the relevant box. **Applicants are required to provide supporting evidence where specified.**

Applicants must refer to explanatory material provided at the end of this application form when responding to each criterion.
### 2015 ACGR SELECTION CRITERIA

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| **1. Funds must be provided on a nationally competitive basis during 2014 and 2015** | ![Box](image)
| In the box below please provide a summary of evidence that the scheme is nationally competitive. Relevant documentation and/or guidelines must be attached to your application form. | ![Box](image)
| E.g. URL and reference to specific section of relevant documentation on your website. | ![Box](image)

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| **2. Funds must be clearly for research only** | ![Box](image)
| In the box below please provide a summary of evidence that the scheme is clearly for research only. Relevant documentation and/or guidelines must be attached to your application form. | ![Box](image)
| E.g. URL and reference to specific section of relevant documentation on your website. | ![Box](image)

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| **3. The funding scheme must be nationally advertised and available to universities throughout Australia** | ![Box](image)
| In the box below please provide evidence that the scheme has been advertised nationally and that it is available to universities throughout Australia. Relevant documentation must be attached to your application form. | ![Box](image)
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<td><strong>E.g.</strong> When, where and how the scheme is advertised as well as two examples of methods used for direct notification.</td>
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<td><strong>4.</strong> The funding scheme must have a well-defined mechanism for competition and selection by a well-qualified panel.</td>
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<td>Please provide a summary of the selection mechanism and process that has been utilised in the box below.</td>
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<td><strong>E.g.</strong> Selection panel or peer reviewed.</td>
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<td><strong>5.</strong> Funds must be provided through direct transfer from the funding agency to the higher education institution.</td>
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<td><strong>6.</strong> Grants in-kind such as the use of facilities, equipment etc are not eligible.</td>
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<td><strong>7.</strong> Schemes that predominantly provide subsidised travel and/or accommodation are not eligible.</td>
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<td><strong>8.</strong> Funding schemes used exclusively to fund student scholarships are not eligible.</td>
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<td><strong>9.</strong> Schemes that provide funding wholly or mainly for infrastructure purposes are not eligible.</td>
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<td><strong>10.</strong> The funding body must agree to provide up-to-date funding data to the Department of Education.</td>
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<tr>
<td><strong>11.</strong> The funding scheme* must have an annual budget of $1 million or more (provide funding profile below).*ARC, NHMRC and Rural R&amp;D schemes are not subject to this criterion; however, budget figures are still required.</td>
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*NOTE: The asterisk indicates note or reference information.*
Please provide evidence of the funding profile of the scheme, including available funding in each year where funding is known.

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Schemes will be listed on the ACGR for a maximum of five years. Should funding expire or the scheme terminates within the five year time frame, the scheme will be listed on the ACGR as ‘expired’.

If known, please indicate when current funding will expire or when the scheme will terminate.  

Year:
Scheme Manager’s Declaration:

I declare that:

I have read and understood all explanatory material

I have provided supporting documentation where required

I have provided budget figures

I have provided true and correct answers

I have the authority to answer these questions on behalf of the funding institution

I understand that completing this assessment does not guarantee inclusion in the ACGR

I am aware that it is a serious offence to provide false or misleading information

Signature of Authorised Person ________________________

Title of Authorised Person ________________________

Date ____/____/____

Privacy statement: Information on this form is being collected to permit the Department of Education to determine eligibility of funding bodies and schemes to be listed on the ACGR. The ACGR is a publicly available document which lists the names of eligible funding bodies and schemes. Personal information (names plus contact details) provided by you will be used to assist us in communicating with you in determining eligibility of your funding body and/or scheme for listing on the ACGR. Personal information will not be disclosed without your consent except where authorised or required by law.
EXPLANATORY NOTES

Selection criterion 1

Nationally competitive is taken to mean:
Every research institution in Australia that applies for funding in a selection process must be assessed and rated against each other.

Selection criterion 2

Research only means:
A scheme is research only when it exclusively funds ‘Research and Experimental Development’ (R&D) as defined by the Organisation for Economic Co-operation and Development (OECD):

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

This definition of research is consistent with a “broad notion” of research and experimental development (R&D) as comprising of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications.

This definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose).

A scheme is not research only, when it:

- Makes grants in-kind such as the use of facilities, equipment or subsidised travel or accommodation
- Exclusively funds student scholarships
- Provides funding wholly or mainly for infrastructure purposes, where infrastructure is taken to mean:
  - Capital expenditure
  - Non-capital expenditure on facilities such as libraries, laboratories, computing centres, animal houses, herbaria, experimental farms
  - Salaries of research support staff providing general institutional support
  - Equipment not required specifically to support research activities funded by the scheme

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• Funds the following specific activities:
  – preparation for teaching
  – literary and artistic activities such as creative writing
  – scientific and technical information services
  – general purpose or routine data collection
  – standardisation and routine testing
  – feasibility studies (except into research and experimental development projects)
  – specialised routine medical care
  – the commercial, legal and administrative aspects of patenting, copyright or licensing activities
  – routine computer programming, systems work or software maintenance (except where these activities are used primarily for the support of, or are part of ‘research and experimental development’)

**Selection criterion 3**

**Nationally advertised** is taken to mean:
All potential applicants in each Australian state and territory must be given an equal opportunity to become aware of the scheme through the use of any combination of direct contact: newspapers, journals, magazines, internet, or any other printed or electronic media.

**Available to universities throughout Australia** means:
There must not be preferential treatment of any applicant based solely on the type of institution or its geographical location. Each institution must have an equal chance to submit an application by using a single closing date for any funding round.

**Selection criterion 4**

**Well-defined mechanism for competition** is taken to mean:
The scheme has publicly available selection criteria against which all applications are assessed. The scheme has publicly available rules for the conduct of assessments including provisions to manage conflicts of interest and which are binding on the selection panel.

**Selection by a well-qualified panel** is taken to mean:
All applications are assessed and rated by a panel comprising people with the collective expertise and experience to effectively assess applications against all selection criteria.

**Selection criterion 5**

No additional explanatory material.

**Selection criterion 6**

**Grants in-kind** are characterised by a component attributable to the use of facilities or equipment and may also include but not be limited to, subsidised travel or accommodation.

**Selection criterion 7**

No additional explanatory material.
Selection criterion 8

Schemes that predominantly provide subsidised travel and/or accommodation means:
Schemes where the basis of the funding source is to support travel and/or accommodation, except where travel costs are a key component of the research project, for example extensive fieldwork.

A scheme is not eligible for listing on the ACGR where:
- Its primary intent is to subsidise costs associated with attending conferences, workshops or meetings.

A scheme may be eligible for listing on the ACGR where:
- A small proportion of grant funding is intended to subsidise travel costs.
- Travel and accommodation costs funded by scheme are significant, but related to legitimate research-related fieldwork.

Selection criterion 9

Infrastructure is taken to mean:
- Capital expenditure
- Non-capital expenditure on facilities such as libraries, laboratories, computing centres, animal houses, herbaria, experimental farms
- Salaries of research support staff providing general institutional support
- Equipment not required specifically to support research activities funded by the scheme

Selection criterion 10

No additional explanatory material.

Selection criterion 11

In order for schemes to be listed on the ACGR, schemes will need to have a budget of $1 million or more per annum. In meeting this criterion the scheme must average $1 million per annum over the life of the available funding to be eligible.

Note: ARC, NHMRC and Rural R&D schemes are not subject to this criterion. However budget figures are still required. Please note that schemes are listed on the ACGR for the calendar year.