



Australian Government

Department of Health

Blood Borne Viruses and Sexually Transmissible Infections Research Program Grant Opportunity Guidelines

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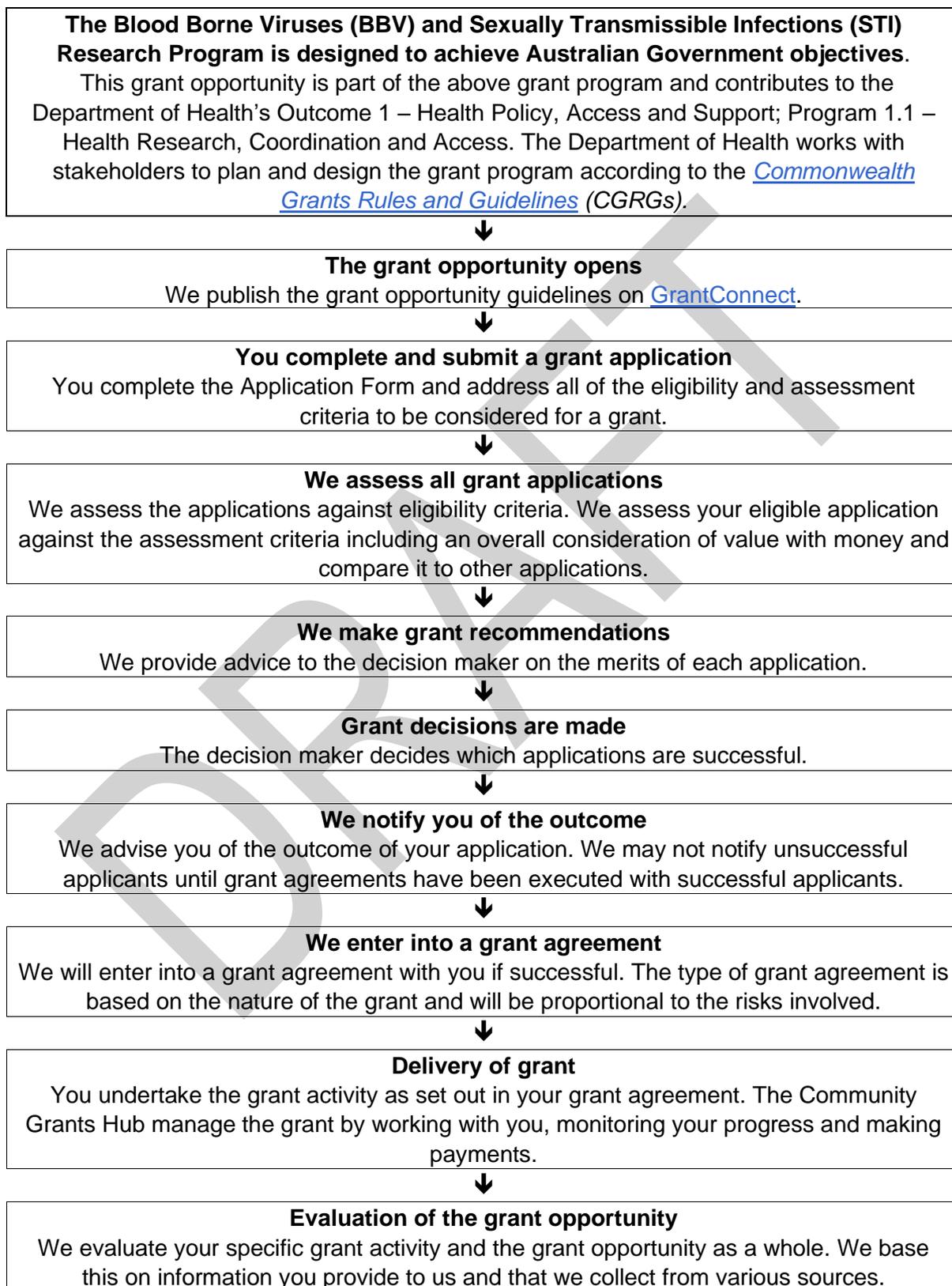
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|------------------------------------|---|
| Opening date: | TBC |
| Closing date and time: | 2:00pm (Canberra time) on TBC |
| Commonwealth policy entity: | Department of Health (department) |
| Administering entity: | Community Grants Hub |
| Enquiries: | If you have any questions, contact the department via email: grant.atm@health.gov.au . Questions should be sent no later than 5:00pm (Canberra time) on TBC . |
| Type of grant opportunity: | Open Competitive |

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1 Blood Borne Viruses and Sexually Transmissible Infections Research Program grant opportunity processes



1.1 Introduction

These guidelines contain information for the *Blood Borne Viruses (BBV) and Sexually Transmissible Infections (STI) Research Program* grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2 About the grant program

The grant opportunity forms part of the Department of Health's Outcome 1 – Health Policy Access and Support; Program 1.1 – Health Research, Coordination and Access, as described in Table 2.1.2 on pages 67-68 in the [Portfolio Budget Statements 2021-22, Budget Related Paper No. 1.7, Health Portfolio](#).

The purpose of Program 1.1 is to ensure Australia's health system is better equipped to meet current and future health needs of all Australians through the delivery of evidence-based health policies; improved access to comprehensive and coordinated health care; ensuring sustainable funding for health services, research and technologies; and protecting the health and safety of the Australian community.

This includes:

- supporting health and medical research and innovation, including through the Medical Research Future Fund (MRFF) and the Biomedical Translation Fund (BTF) to improve health policy research and data capacity.
- providing a sustainable source of funding for transformative health and medical research that improves lives, contributes to health system sustainability and drives innovation.

This program is delivered, in part, through data, surveillance, research and evaluation of BBVs and STIs outlined in the [National BBV and STI Strategies](#) (the Strategies), namely:

- National Hepatitis B Strategy
- National STI Strategy
- National Hepatitis C Strategy
- National Aboriginal and Torres Strait Islander BBV and STI Strategy
- National HIV Strategy.

The Department of Health has recently published the [First National BBV and STI Research Strategy 2021-2025](#) (the Research Strategy), which sets out the aims and objectives for the multi-disciplinary research activities undertaken within Australia and supports the implementation of the five National BBV and STI Strategies by identifying challenges, barriers and opportunities to achieve the agreed goals and targets. The Research Strategy also identifies a series of Guiding Principles that have the potential to advance the BBV and STI policy landscape and increase the community use of research,

creating greater impacts on prevention and diagnosis of infections, as well as treatment and care of people living with infection. It will also address social barriers (i.e. stigma and discrimination) thereby improving health outcomes, both now and into the future.

The Department of Health administers the Program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the Blood Borne Viruses and Sexually Transmissible Infections Research Program grant opportunity

This grant opportunity aims to build on the success of the 2018-19 BBV and STI Research Program, by continuing to fund eligible organisations to undertake innovative BBV and STI research activities that:

- continue to build on the evidence base that informs the development, implementation, monitoring and evaluation of BBV and STI health policy and improves practices in Australia
- focus on reducing morbidity, mortality, stigma and discrimination, increasing access to new biomedical interventions, and improving quality of life and health outcomes for people living with, or at risk of, BBVs and STIs.

The objectives of the grant opportunity are:

- embed and foster research and innovative program design that directly addresses and implements goals and targets in the five National BBV and STI Strategies
- generate a holistic evidence base, informed by multi-disciplinary research, to guide policy development and co-designed health promotion, prevention strategies, and health services and programs
- address gaps in data and knowledge to identify emerging issues and challenges, and inform future priorities, meet new challenges and develop effective health policy
- drive collaboration and linkage across BBV and STI research programs, and encourage future adoption of research outcomes in policy and practice
- support a continuum of service delivery (i.e. community and peer led prevention interventions, diagnosis, treatment, care and social support services) to maximise impact and improve population health outcomes
- improve the impact of BBV and STI research to inform effective social and health policies and programs.

The intended outcomes of the grant opportunity are to fund BBV and STI research activities that:

- support the Commonwealth's commitment towards meeting the goals and targets of the five Strategies, and reducing or virtually eliminating the transmission of, and morbidity and mortality caused by BBV and STI
- increase the knowledge of social, behavioural, clinical and structural drivers of BBVs and STI in the Australian context
- build on the strong evidence-base to identify and address gaps in knowledge and integrate BBV and STI translational, epidemiological, behavioural, clinical and social

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

research to inform future health policies and programs, and ensure linkage and alignment with priority areas of action

- focus on translation and implementation of research and innovation in the BBV and STI landscape to reform services and systems
- discover, trial and evaluate innovative and sustainable models of healthcare to support the continuum of prevention interventions and care services for people at risk of or living with BBVs and STIs
- encourage collaboration between researchers, research centres, health providers, community partners and peer-led organisations, and key stakeholders focusing on policy and practice solutions.

Performance Indicators of the grant opportunity are measurable progress towards the goals and targets of the five National Strategies, listed in Section 5 of each Strategy, including those listed in Table 1 below.

Table 1: Performance Indicator/s (PIs)

| Action | PI & Measure |
|---|--|
| All of the requirements in the Grant Agreement have been met. | Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets. |
| Performance reports provided as per details in the Grant Agreement | The information provided details the research activity to date, as well as any identified barriers and opportunities. |
| Provision of a final evaluation report | Information provided is to an acceptable standard, and details the success of the grant activity, and the links and contributions to achieving the goals and objectives set out in the Strategies. |
| Activities are completed in alignment with First National BBV and STI Research Strategy 2021-2025 | Key research findings that: <ul style="list-style-type: none"> • support research that directly addresses the National Strategies' targets and uses process and impact evaluation for validation • address knowledge gaps to build the evidence base to inform future priorities for health policies and programs, and ensure linkage and alignment with priority areas of action • deliver new methodologies and curative treatments, use existing tools more efficiently, and to adapt them for different populations, settings and purposes • encourage translational and implementation research aimed at preventing and eradicating BBV and STI • promote dynamic and informed community engagement in BBV and STI research, particularly that of priority populations • encourage pioneering methods of evaluation, and research that validate improved clinical testing and treatment efficacy, leading to improved mortality rates, and quality of life outcomes |

| Action | PI & Measure |
|--------|---|
| | <ul style="list-style-type: none"> ensure equitable and effective treatment in all health service contexts, recognising the dignity of all, and the right and responsibility of individuals to own and participate in the achievement of their own health goals and outcomes strengthen ongoing effective partnerships and shared goals amongst governments, community sectors, peak organisations, researchers, the workforce, communities and all funding bodies. |

3 Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$4.5 million per annum is available over four years (2022-23 to 2025-26).

Table 2: Grant Opportunity Funding Available

| 2022-23 FY \$ M (GST exclusive) | 2023-24 FY \$ M (GST exclusive) | 2024-25 FY \$ M (GST exclusive) | 2025-26 FY \$ M (GST exclusive) | Total \$ M (GST exclusive) |
|--|--|--|--|-------------------------------------|
| 4.5 | 4.5 | 4.5 | 4.5 | 18.0 |

It is anticipated that most grants will be between **\$0.25M to \$1.0M** per annum, depending on the scope of the grant activity and its complexity.

The grant opportunity will run from 2022-23 to 2025-26.

3.2 Grant period

You must complete your grant activity by 30 June 2026. Following the grant period, an evaluation period of three months will commence, which will determine the grant opportunity's success in achieving the outcomes identified in Section 2 above.

4 Eligibility criteria

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

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST;
- have an account with an Australian financial institution; and
- be located in Australia².

² A body that receives a grant may be acting in partnership with an overseas body or other body in relation to medical research or medical innovation.

and be one of the following entity types:

- a university;
- a research institute; or
- a corporation (including businesses and not for profits).

Joint (consortium) applications are encouraged, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to Section 7.2.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- an unincorporated association
- an overseas resident/organisation
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#)³ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain the relevant accreditations, registrations and checks relevant to the delivery of your activities. These may include:

- Working with Vulnerable People registration (or equivalent depending on the relevant state or territory);
- Working with Children check; and
- Australian Skills Quality Authority accreditation.

As part of the Commonwealth Child Safe Framework, all Commonwealth entities are required to establish measures to promote the protection of children in services and activities funded by the Australian Government. This means that, from 1 February 2020, organisations funded by the Department will be required to comply with child safety requirements consistent with the Commonwealth Child Safe Framework.

5 What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must align with at least one of the five National BBV and STI Strategies and/or the aims and objectives of the First National BBV and STI Research Strategy. There is no limitation on the number of applications that an entity can submit.

³ National Redress Scheme Website: <http://www.nationalredress.gov.au>

The following activities and items are eligible to receive funding:

- implementation research, that will contribute to improvements in diagnosis, testing, treatment and management of BBVs and STIs
- address knowledge gaps with epidemiological, behavioural and social research and trend analysis, into BBV and STI in priority populations to measure progress against the goals and targets in the five National BBV and STI Strategies
- evaluate processes and impacts to validate and inform health policies, programs and interventions to reduce prevalence and the risks of exposure, and transmission of BBV and STI
- translational research aimed at preventing and eradicating BBVs and STIs including the development of curative treatments, development, implementation and evaluation of novel point-of-care tests and molecular epidemiological techniques for surveillance of BBVs and STIs
- address barriers to services and support that affect health seeking behaviours and overall access (i.e. stigma and discrimination experience by priority and marginalised populations)
- inform the social and behavioural contexts that shape and influence health related practice and healthcare management.

5.2 Eligible locations

Your grant activities may be delivered in any area or location within Australia.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for the eligible grant activities.

Eligible expenditure items are:

- salaries and wages of personnel directly working on the grant activities
- domestic travel
- purchase of data
- administration.

The **administration** costs of your grant activity must not exceed **17.5%** of the total funding inclusive of any academic support fees. Administration costs include expenses that are not directly related to the delivery of the relevant service but are necessary for the program's operations (i.e. rent, utilities, office equipment/supplies etc.).

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs. Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the any activities not mentioned in Section 5.1.

You cannot use the grant for the following costs:

- purchase of land
- wages of staff not directly engaged on the full-time delivery of grant funded activities
- the salaries or training and development of staff not involved in the delivery of grant funded activities
- activities for which you are already receiving government (Commonwealth and State/Territory) funding
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- lobbying and activities undertaken by political organisations
- activities which subsidise commercial activities
- clinical trials
- activities that are funded through other Commonwealth departmental programs
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6 The assessment criteria

You must address all of the following assessment criteria in the application.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. Attachments are not included in the word limit for each criterion. **All criteria are equally weighted.**

We will only award funding to applications that score Good or Excellent against all assessment criteria, in the first instance (using the scoring matrix in Section 8.1).

Criterion 1: Alignment with National BBV and STI Strategies⁴ (3500-character limit, approximately 500-word limit)

In addressing this criterion, strong responses will demonstrate:

- what targets/goals the proposal will achieve within the relevant Strategy;
- how the proposal will achieve the target/goal identified; and
- how your organisation will evaluate all funded activities to provide evidence based recommendations for future policy decisions and funding directions.

⁴ Please note: your response to this criterion (Criterion 1) should include alignment with at least one of the goals and targets within the five National BBV and STI Strategies and/or the aims and objectives of the First National BBV and STI Research Strategy.

Provide a completed Concept Plan on the template provided as part of the Grant Opportunity Package on [GrantConnect](#) (the concept plan is not included in the word limit for this criterion). The Concept Plan must provide a brief description of your project, including alignment with the aims and objectives of the National BBV and STI Strategies and detailed the specific activities and deliverables that will be undertaken under the project.

Criterion 2: Stakeholder engagement and collaboration with key stakeholders (3500-character limit, approximately 500-word limit)

You must demonstrate this by describing:

- how your organisation will identify and involve relevant stakeholders to ensure effective delivery of the outcomes of the grant opportunity;
- how your organisation will work collaboratively with other organisations to maximise the effectiveness of all activities in supporting the requirements of the relevant strategy's objectives; and
- any partnerships, network or collaborations that your organisation currently has that will maximise outcomes.

Criterion 3: Organisational Governance and Risk Management (3500-character limit, approximately 500-word limit)

You must demonstrate this through identifying:

- your capability/ability, including expertise and knowledge in BBV and STI research, infrastructure and partnerships, to deliver against set milestones (you may wish to provide examples of prior experience in delivering grants); and
- the organisation's governance structure (you may wish to include an organisational chart), including experience and role of staff managing the grant.

Provide a detailed risk management plan, and any supporting documentation, describing how you propose to monitor, manage and report identified risks including risks that may arise during your project on the template provided as part of the Grant Opportunity Package on [GrantConnect](#) (the risk management plan is not included in the word limit for this criterion).

Criterion 4: Value for money (3500-character limit, approximately 500-word limit)

You must demonstrate:

- the relative value of the grant sought
- how the proposed activities are an efficient use of Commonwealth funds in achieving the agreed outcomes of this Grant Opportunity
- an analysis of the short, medium and long-term benefits of the proposed activities and anticipated outcomes.

Provide a detailed and itemised project budget, including but not limited to disaggregation by activity and Financial Year (FY) on the template provided as part of the Grant Opportunity Package on [GrantConnect](#) (the indicative budget is not included in the word limit for this criterion).

7 How to apply

Before applying, you must read and understand these guidelines and the Online Application Form. These documents are found at [GrantConnect](#). Any alterations and addenda⁵ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the Online Application Form on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your online application as outlined in the application form.

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 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on grant.atm@health.gov.au quote the submission reference ID. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents. If you need further guidance around the application process or if you are unable to submit an application, please contact us at grant.atm@health.gov.au.

7.1 Attachments to the application

You must **complete** and submit your application online.

We require PDF, MS word and excel copies of the following documents to be submitted online with your application:

- A Concept Plan (on the template provided on GrantConnect). The Concept Plan must provide a brief description of your project, including alignment with the aims and objectives of the National BBV and STI Strategies and detailed the specific activities and deliverables that will be undertaken under the project.
- A detailed and itemised project budget (on the template provided on GrantConnect).

⁵ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

- A detailed risk management plan, which includes risk mitigation strategies that are specifically related to COVID-19 and the impact COVID-19, may have on your project. You may include any supporting documentation describing how you propose to monitor, manage and report identified risks, including risks that may arise during your project (on the template provided on GrantConnect).
- Letter(s) of Support (if you are applying as the lead organisation of consortia).

You must attach supporting documentation to the online Application Form in line with the instructions provided. You should only attach requested documents. We will not consider information in attachments that we do not request. If you do not attach the requested documents, your application may not progress further in the process.

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver on the *Blood Borne Viruses and Sexually Transmissible Infections Research Program*.

In these circumstances, you must appoint a 'lead organisation' and the lead organisation must satisfy the eligibility criteria in section 4. The lead organisation will be responsible for submitting an application on behalf of the Consortium and must have the authority to do so on behalf of the consortium members.

The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

A formal agreement must be in place between all consortium members and provided to the department if requested, prior to the execution of the grant agreement.

7.2.1 Project Lead

Applicants must nominate a lead organisation who meets the eligibility criteria and will submit the application.

Only the lead organisation will enter into a grant agreement with the Commonwealth, but the lead organisation must have the authority to do so on behalf of the consortium members. The lead organisation must nominate a project lead who will conduct the project and report on the outcomes of the project as specified in the grant agreement.

It is the responsibility of the lead organisation to ensure that all parties and subcontractors comply with the relevant aspects of the written agreement.

7.3 Timing of grant opportunity processes

You must apply between the published opening and closing dates.

We will only accept a late application if it is the direct result of mishandling by the department.

If you are successful, we expect you will be able to commence your grant activity from 1 July 2022.

Table 3: Expected timing for this grant opportunity

| Activity | Expected Timeframe |
|--|--------------------|
| Open on GrantConnect | 4 weeks |
| Assessment of applications | 4-6 weeks |
| Approval of outcomes of selection process | 4 weeks |
| Negotiations and award of grant agreements | 1-3 weeks |
| Notification to unsuccessful applicants | 2 weeks |
| Earliest start date of grant activity | 1 July 2022 |
| End date of grant activity or agreement | 30 June 2026 |

7.4 Questions during the application process

If you have questions relating to clarification of information of the available grant, technical issues or process during the application period, please contact grant.atm@health.gov.au. The department will respond to emailed questions within three working days.

Questions close five full days before the end of the application period. 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.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in Frequently Asked Questions document relating to this grant opportunity. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the [GrantConnect](#) website.

The department cannot assist you to address assessment criteria/determine eligibility or complete your application.

8 The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria in Section 4. Only eligible applications will move to the next stage. The Department will consider eligible applications through an open competitive grant process.

The Department will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your applications on its merits based on:

- the overall objective/s to be achieved in providing the grant;
- how well the application (including attachments) addresses the assessment criteria; and
- whether it provides value with relevant money.

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 4: Assessment Criteria Scoring Matrix

| Rating (for individual criterion) | Score |
|---|-------|
| Excellent – response to this criterion, including all sub-criteria, exceeds expectations. | 5 |
| Good – response to this criterion addresses all or most sub-criteria to a higher than average standard. | 4 |
| Average – response against this criterion meets most sub-criteria to an average but acceptable level. | 3 |
| Poor – poor claims against this criterion but may meet some sub-criteria. | 2 |
| Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion. | 1 |

A score out of 5 will be applied to each of the four assessment criteria. Twenty (20) is the highest score any application can receive.

Only applications that score Good or Excellent against each of the four assessment criteria will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the relative value of the grant sought;
- efficient, effective, economical and ethical use of public resources; and
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.

8.2 Who will assess applications?

The department may establish multiple assessment team(s) to assess eligible and compliant applications. The assessment team(s) may comprise of staff from across the Department and may include external assessors/contractors.

Following assessment against the criterion, an assessment committee will review applications assessed as good or above on their merits before recommending which grant applications should be awarded a grant. The assessment committee will be made up of representatives of the Department.

The Assessment Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The Assessment Committee recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The Assistant Secretary of the Alcohol, Tobacco and Other Drugs Branch within the Department (the decision maker), decides which grant(s) to approve taking into account

the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant;
- the grant funding amount to be awarded; and
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

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.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 5 days of being notified of the outcome by emailing BBVSTITSH@health.gov.au. We will respond to your request for feedback via email within 10 days.

10 Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard [grant agreement](#) in this program.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the Department of Finance's [website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities 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 process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Standard Grant Agreement

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- Commonwealth Child Safety Framework
- Working with Vulnerable People registration
- State/Territory legislation in relation to working with children
- Ethics and research practices
- the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2018) and successor documents
- the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2018)
- the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, the ARC, the Commonwealth Scientific and Industrial Research Organisation and UA

To be eligible for a grant, you must declare in your application that you comply with these requirements and ensure compliance with all relevant legislation, policies and industry standards, in addition to relevant requirements in [Section 4.3](#). You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.2.1 The Multicultural Access and Equity Policy

The Multicultural Access and Equity Policy obliges Australian Government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled. For example, providing access to language services where appropriate. To find out more about the Multicultural Access and Equity Policy, visit the [Department of Home Affairs website](#)⁶.

10.2.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – [the Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

⁶ Multicultural Access and Equity Policy - <https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/access-and-equity>

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

The Australian Government has commissioned the Australian Human Rights Commission to develop a series of tools and resources to assist organisations to implement the [National Principles](#).

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid;
- schedule of payments linked to reporting requirements;
- activity components; and
- reporting requirements.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.4 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

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 advice on your particular taxation circumstances.

11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12 How we monitor your grant activity

You must submit reports in line with the grant agreement. The Department will expect you to report on:

- progress against agreed milestones;
- contributions of participants directly related to the grant activity; and
- expenditure of grant funds.

12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

- name
- address
- nominated contact details
- bank account details.

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

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

12.1.1 COVID-19

As a result of COVID-19, service providers may need to identify alternative methods of service delivery. The Department will support flexibility in the delivery of planned services to enable contracted service providers to adapt to the changing environment. The Department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

12.1.2 Intellectual property rights

Applicants must provide details of intellectual property (IP) arrangements in their applications. This includes both the use of IP in the project and the proposed ownership rights to IP generated by the project as well as strategies for protecting Australia's interests. Where IP is likely to be generated by the project, successful applicants are required to conclude protocols or contracts with their collaborating partners on the management of IP issues. These agreements should be in accordance with laws and regulations in Australia.

12.1.3 Dissemination of research outcomes

You must ensure appropriate safeguards are in place to protect patient privacy, intellectual property and commercially confidential information.

Except where publication may compromise your obligations with respect to patient privacy, intellectual property and/or commercially confidential information, grantees are required to:

- within 12 months of completion of the grant activity, disseminate the research findings through:
 - ensuring that research findings are available in an open access repository
 - content specific forums
 - submission to peer-reviewed journals
 - make lay summaries available to research participants, concurrently with sharing and dissemination of research results.

Grantees are encouraged to publish de-identified research data following completion of the grant in an open access repository and in accordance with best practice.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

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

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.

Performance reports

Performance reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

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

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

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- include an executive summary
- identify if and how outcomes have been achieved and provide recommendations for the future
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the 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 by contacting the Funding Arrangement Manager (FAM) listed on the grant agreement

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 grant activity 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 also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant opportunity 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 program was in achieving its outcomes.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

'Blood Borne Viruses and Sexually Transmissible Infections Research Program – an Australian Government initiative'.

13 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to grant.atm@health.gov.au.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Commonwealth Ombudsman](#)

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

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

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

13.3 Privacy

We 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.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as

required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- 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 Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, 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 documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

All Freedom of Information 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

DRAFT

14 Glossary

| Term | Definition |
|-----------------------------------|---|
| accountable authority | see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 |
| administering entity | when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes |
| assessment criteria | are 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 rankings. |
| Commonwealth Child Safe Framework | In response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities. |
| commencement date | the expected start date for the grant activity |
| Commonwealth entity | a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act |
| completion date | the expected date that the grant activity must be completed and the grant spent by |
| co-sponsoring entity | when two or more entities are responsible for the policy and the appropriation for outcomes associated with it |
| date of effect | can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. |
| decision maker | the person who makes a decision to award a grant |
| 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. |

| Term | Definition |
|------------------------------|---|
| grant | <p>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:</p> <ol style="list-style-type: none"> under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and 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 |
| GrantConnect | is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs |
| 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 | a 'program' 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 |

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

| Term | Definition |
|-------------------------|---|
| National Redress Scheme | The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021. |
| PBS Program | described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities. |
| selection criteria | comprise eligibility criteria and assessment criteria. |
| 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. |
| value with money | <p>value with 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. |