



Australian Government

Department of Health and Aged Care

Mental Health Program Addressing Critical Psychology Shortages – Postgraduate Psychology Incentive Program – Round 1

Frequently Asked Questions (FAQs)

GOXXXX

Commonwealth policy entity: Department of Health and Aged Care (department)

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) 5 business days before the close date.

Version: Version 1

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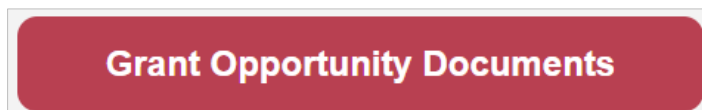
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1. General Questions

1.1 How do I access the documents for this grant opportunity?

In order to access the grant opportunity documents, you will need to register on [GrantConnect](#), if you have not already done so. Please use the red **Grant Opportunity Documents** button (on the left-hand side of the page) to access grant opportunity documents.



Where you have registered for [GrantConnect](#) and you still cannot access the system, please contact the [GrantConnect](#) Help Desk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

1.2 What type of process is this grant opportunity?

This is a demand driven grant opportunity. This means all applications satisfying the stated eligibility criteria receive funding up to the limit available. Details on the eligibility criteria are outlined in Section 4 of the Grant Opportunity Guidelines.

The grant opportunity will be administered in accordance with the [Commonwealth Grant Rules and Guidelines 2017 \(CGRGs\)](#).

Demand driven grant rounds are subject to revision, suspension or abolition of the grant opportunity.

1.3 How do I submit an application for this grant opportunity?

Please refer to Section 6: *How to Apply* in the Grant Opportunity Guidelines and the information available on [GrantConnect](#). The Grant Opportunity Guidelines detail any requirements to be attached to the application form, with [GrantConnect](#) providing specific instructions on how to submit your application and upload attachments for this grant opportunity. Submit your application form by the closing date and time as specified on [GrantConnect](#).

A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together. The department will not provide instruction to applicants on how to do this.

For technical assistance when submitting your application form and any attachments through [GrantConnect](#) please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

1.4 Will late applications be accepted?

We will not accept late applications unless an applicant has experienced exceptional circumstances preventing submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable

- beyond the applicant's control, and/or
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GOXXXX" in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Decision Maker or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

Please note, the department will be working to tight time frames for this grant opportunity and therefore it is not anticipated that late applications will be accepted.

1.5 How can I withdraw an application I have already submitted?

Please send an email to Grant.ATM@health.gov.au and include the following information:

- brief reason for the withdrawal
- name of your organisation
- receipt number (located on your confirmation of submission email received from GrantConnect), and
- name of the grant opportunity and GO ID (e.g. GOXXXX).

Please ensure the email is sent from the authorised contact listed on the application form.

2. Funding Questions

2.1 How many rounds of funding are there?

The grant opportunity will be available over four separate grant rounds (with one opening each financial year) and will provide up to \$55,825,725 (GST exclusive) over four years (2023-24 to 2026-27).

Round 1 (this grant opportunity) will provide up to \$11,900,725 (GST exclusive) in 2023-24.

Funding available under future grant rounds may be subject to change and are based on government decisions. Future funding per round will be confirmed through updated Grant Opportunity Guidelines (under new GO ID numbers) as they become available on GrantConnect. Eligible organisations are able to apply for one or more rounds, with one application required for each round.

2.2 Should I apply for funding?

Applicants should apply for funding if they meet the eligibility criteria as outlined in Section 4.1 of the Grant Opportunity Guidelines.

Applicants meeting the eligibility criteria, when applying for grant funding, must provide a Data Summary Template signed by an authorised officer which demonstrates and confirms:

- the number of enrolled postgraduate psychology places by course in 2023 and 2024
- the number of enrolled postgraduate psychology places in the 2024 cohort meets the 8.7% growth rate as compared to 2023, **and**

- at least one of the new postgraduate psychology places in 2024 is a Commonwealth Supported Place (CSP).

2.3 How many additional postgraduate places are required in 2024 to be eligible to receive funding?

Applicants must demonstrate an 8.7% growth rate when eligible comparing enrolled postgraduate psychology places (as detailed in Question 5.3) across 2023 and 2024, including one new CSP, to be eligible for funding.

Higher education providers can determine the total number of enrolments required in 2024 to meet the 8.7% growth rate using the following formulae:

$$\text{Number of enrolments in eligible courses in 2023} \times \frac{8.7}{100} = \text{Additional places required in 2024}$$

$$\begin{aligned} &\text{Number of enrolments in eligible courses in 2023} + \text{Additional places required in 2024} \\ &= \text{Total enrolments required in 2024 to receive funding} \end{aligned}$$

The total enrolments required in 2024 to receive funding needs be rounded to a whole number and include 1 CSP. The following rounding rules should be observed:

- fractions of <0.10 should be rounded down

i.e. If a minimum of 13.04 total enrolments is required in 2024 to meet the 8.7% growth rate, the department will accept 13 total enrolments as sufficient to meet the eligibility criteria.

- fractions of ≥0.10 should be rounded up

i.e. If a minimum of 14.13 total enrolments is required in 2024 to meet the 8.7% growth rate, the department requires 15 total enrolments to meet the eligibility criteria.

For example:

- Higher Education Provider X has 50 enrolments across eligible postgraduate psychology places in 2023, including 5 CSPs.
- Required growth rate is calculated by:

$$50 \times \frac{8.7}{100} = 4.35 \text{ additional places required in 2024}$$

$$50 + 4.35 = 54.35 \text{ enrolments required in 2024 to receive funding}$$

- The 54.35 enrolments required in 2024 to receive funding must be round up using the guidance provided above and include 1 additional CSP.
- Higher Education Provider X requires 55 total enrolments in eligible postgraduate psychology courses in 2024, including 6 CSPs, to receive funding.

2.4 How much funding can I apply for?

Applicants meeting the criteria outlined in Section 4 of the Grant Opportunity Guidelines can apply for \$9,500 (GST exclusive) per student for all commencing places contributing to the 8.7% growth rate across eligible postgraduate psychology courses.

Funding will be provided for the lowest number of total student places contributing to the 8.7% growth rate. Commencing places surplus to the required 8.7% growth rate will not receive funding in Round 1.

Eligible courses are those postgraduate psychology courses which lead to general registration through the [Psychology Board of Australia](#) and can lead to relevant areas of practice endorsement as outlined in the Grant Opportunity Guidelines (see Section 4).

For example:

Example 1: Funding Available for Higher Education Provider X

Academic year	Enrolled students	% increase growth	CSPs	Funding available
2023	50	-	5	-
2024	55	10%	6	\$522,500

Higher Education Provider X:

- confirmed 50 student enrolments in 2023 and 55 student enrolments in 2024 in eligible postgraduate psychology courses
- increased their enrolled students in the relevant courses by 5, including 1 new CSP
- has a growth rate of 10% when comparing 2023 and 2024 student enrolments
- meets the required minimum 8.7% increase in postgraduate psychology places over the previous year, and
- can request \$9,500 (GST exclusive) for each placement (55) for a total of \$522,500 of funding in the 2023-24 financial year.

For this example, an exact 8.7% growth rate equates to an additional 4.35 places or total of 54.35 places in 2024. In these instances, places must be round up to the next whole number (55) and will be funded accordingly. See question 2.2 for further information.

Example 2: Funding available for Higher Education Provider Y

Academic year	Enrolled students	% increase growth	CSPs	Funding available
2023	40	-	3	-
2024	46	15%	4	\$418,000

Higher Education Provider Y:

- confirmed 40 student enrolments in 2023 and 46 student enrolments in 2024 in eligible postgraduate psychology courses
- increased their enrolled students in the relevant courses by 6, including 1 new CSP
- has a growth rate of 15% when comparing 2023 and 2024 student enrolments
- meets the required minimum 8.7% increase in postgraduate psychology places over the previous year
- can request \$9,500 (GST exclusive) for each placement contributing to the 8.7% growth rate (44) for a total of \$418,000 of funding in the 2023-24 financial year, and
- does not receive funding for placements above the 8.7% growth rate.

For this example, an exact 8.7% growth rate equates to an additional 3.48 places or total of 43.48 places in 2024. In these instances, places must be round up to the next whole number (44) and will be funded accordingly. Placements above the rounded amount (44) are not eligible to receive funding.

In this grant opportunity (Round 1), up to \$11,900,725 is available in 2023-24. The total amount for all grants allocated in Round 1 cannot exceed the total funding available for the 2023-24 financial year. Please refer to Section 3 of the Grant Opportunity Guidelines as this outlines the amount available for this grant opportunity.

2.5 How do I determine the growth rate of my organisation?

The growth rate refers to the percentage change of student enrolments in eligible courses in 2024 as compared to 2023. This is calculated by:

$$\frac{(\text{Number of enrolments in eligible courses in 2024} - \text{Number of enrolments in eligible courses in 2023})}{\text{Number of enrolments in eligible courses in 2023}} \times 100$$

If Higher Education Provider X has:

- 50 students enrolled in eligible postgraduate psychology courses in 2023
- 55 students enrolled in eligible postgraduate psychology courses in 2024
 - including 1 new CSP.

The growth rate is calculated by:

$$\frac{(55 - 50)}{50} \times 100 = 10\% \text{ growth rate}$$

Higher Education Provider X has a growth rate of 10% for their eligible postgraduate psychology courses when comparing student enrolments in 2024 to 2023 and would be eligible for funding through this grant opportunity (Round 1).

2.6 What happens if my growth rate is higher than 8.7 per cent across 2023 and 2024?

You may increase your growth rate by more than 8.7% across eligible postgraduate psychology courses. The department will not provide funding for student places exceeding the lowest whole number contributing to the 8.7% growth rate.

Providers are encouraged to provide more than one new CSP, and all new CSPs will contribute to the growth rate. Creating additional CSPs does not affect the funding amount.

2.7 What happens if my growth rate is less than 8.7 per cent across 2023 and 2024?

If you do not increase the growth rate by a minimum of 8.7% across 2023 and 2024 postgraduate psychology enrolments, your organisation will not meet the eligibility criteria outlined in Section 4 of the Grant Opportunity Guidelines and is therefore ineligible to receive funding under this grant opportunity (Round 1).

For example:

Example: Funding Available for Higher Education Provider X

Academic Year	Number of enrolled students	% Increase	CSPs	Funding Received
2023	50	-	5	-
2024	54	8%	6	\$0

Higher Education Provider X:

- confirmed 50 student enrolments in 2023 and 54 student enrolments in 2024 in eligible postgraduate psychology courses
- increased their enrolled students by 4, including 1 CSP
- has a growth rate of 8% when comparing 2023 and 2024 student enrolments
- does not meet the required minimum 8.7% increase in postgraduate psychology places over the previous year, and
- is not eligible for funding under Round 1 of this Grant Opportunity.

Higher Education Provider X is encouraged to apply for future rounds of funding and will be assessed against the eligibility criteria at that time. See question 5.6 for further information.

2.8 What can the grant funding be used for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 5.2: *What the grant money can be used for*.

2.9 What can't I use the grant funding for?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 5.3: *What grant money cannot be used for*.

2.10 If successful, when will I receive a grant payment?

Before payments are made a letter of agreement must be signed by the grant recipient and the departmental delegate. We will make payments according to the letter of agreement.

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

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 9.4: *Grants Payments and GST*.

The department is unable to provide taxation advice to you or your organisation.

3. Application Questions

3.1 Where can I find my organisation ID?

If you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department. The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where "1" represents a number and "A" represents a letter or a number).

Grant Details	
Organisation ID:	1-AAAAAAA
Agreement ID:	1-BBBBBBBB
Schedule ID:	1-CCCCCCCC
A. Purpose of the Grant	

If you do not have access to the Grant Agreement, your Organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

3.2 Can I get assistance from the department in completing my application?

No, for consistency, fairness and probity reasons the department cannot assist, comment or give additional guidance to a potential applicant on how to complete an application form (including advice on whether you meet the eligibility criteria). Applicants must refer to the Grant Opportunity Guidelines (addendums and/or additional frequently asked questions) for relevant information on how to complete their application.

4. Assessment Process

4.1 What is the assessment considering?

Please refer to the Grant Opportunity Guidelines, as listed on [GrantConnect](#), specifically Section 4: *Eligibility criteria*, Section 6: *How to apply* and Section 7: *The grant selection process*.

Your application will not be assessed or compared against other applications.

4.2 How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form. Please refer to Section 6.2: *Timing of grant opportunity processes* in the Grant Opportunity Guidelines for timeframes of announcements.

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

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 14 days of being notified of the outcome by responding to the outcome email. We will respond to your request for feedback in writing within 28 days.

4.3 Who is an authorised officer?

An authorised officer is legally empowered to enter into contracts and commitments on behalf of the applicant.

Applicants will need to determine their own relevant authorised officer. You may wish to seek advice from your internal grants team for confirmation on the relevant authorised officer for your application.

5. Eligibility Questions

5.1 Who is eligible to apply?

Refer to Section 4 of the Grant Opportunity Guidelines for details on eligibility.

For consistency, fairness and probity reasons the department cannot give additional guidance to a potential applicant, including advising if they are eligible to apply for grant funding. Applicants must refer to the Grant Opportunity Guidelines and other published information for this grant (e.g. addendums, additional frequently asked questions) and determine whether their organisation satisfies the eligibility criteria.

All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

If you believe you should be eligible, but you do not meet the eligibility criteria please email Grant.ATM@health.gov.au and provide an explanation as to why you believe you should be eligible for this grant opportunity.

5.2 Who is an eligible Higher Education Provider?

As stated in Section 4.1 of the Grant Opportunity Guidelines, to apply for funding under this grant opportunity you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution
- be an [Australian higher education provider](#) approved to:
 - offer Commonwealth Supported Places, **and**
 - offer postgraduate psychology courses which lead to general registration and can lead to the following areas of practice endorsement (as outlined on the [Psychology Board of Australia](#) website):
 - clinical neuropsychology
 - clinical psychology
 - community psychology
 - counselling psychology, or
 - health psychology, and
- be one of the following entity types:
 - an Aboriginal and/or Torres Strait Islander Corporation (*registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)*)
 - company
 - corporate Commonwealth entity
 - non-corporate Commonwealth statutory authority
 - corporate state or territory entity
 - non-corporate state or territory entity
 - non-corporate state or territory statutory authority
 - local government
 - cooperative
 - incorporated association
 - other incorporated entity
 - statutory entity
 - partnership, or
 - unincorporated association.

You must also provide the completed Data Summary Template available on [GrantConnect](#) signed by an authorised officer which demonstrates and provides confirmation of:

- the number of enrolled postgraduate psychology places by course in 2023 and 2024
- the number of enrolled postgraduate psychology places in the 2024 cohort meets the 8.7% growth rate as compared to 2023, and
- at least one of the new postgraduate psychology places in 2024 is a CSP.

All applications must be accompanied by a separate letter of endorsement from the Vice Chancellor of your organisation.

Applications can only be accepted from organisations that meet all the above criteria.

The above listed areas of endorsed practice have been identified for this grant opportunity as they are relevant to the delivery of mental health care in mental health settings.

Higher education providers who do not apply or are ineligible for Round 1 can and are encouraged to apply for future rounds of funding and will be assessed against the eligibility criteria at that time.

5.3 What courses are eligible for funding?

Applications can only be accepted for postgraduate psychology courses which lead to general registration and can lead to the following areas of practice endorsement:

- clinical neuropsychology
- clinical psychology
- community psychology
- counselling psychology, and
- health psychology.

Postgraduate psychology courses which lead to other areas of practice endorsement not listed above are not eligible for funding. Similarly, undergraduate psychology degrees and postgraduate diplomas are not eligible for funding in this grant opportunity.

You do not have to offer postgraduate courses which can lead to all of the areas of practice endorsement to be eligible for funding.

If you offer multiple postgraduate psychology courses you can apply for funding for student enrolments in all eligible courses. Enrolment numbers should be combined across all eligible courses for 2023 and 2024, respectively, to demonstrate a single total overall growth rate (minimum 8.7%) for your organisation. In line with eligibility criteria, at least one of the new postgraduate psychology places in 2024 must be a CSP.

5.4 Do I have to offer an additional Commonwealth Supported Place?

Yes, you must offer at least one additional CSP across eligible courses in 2024. If you are applying for funding for multiple postgraduate psychology courses, you must offer an additional CSP place in at least one course. The grant is to address the known funding shortfall for postgraduate psychology places by partially subsidising the cost of all commencing postgraduate psychology places at higher education providers demonstrating real growth in their relevant student intakes. This will support sustainable increases to course sizes, including by increasing the number of CSPs.

Applicants are encouraged to provide more than one new CSP, and all new CSPs will contribute to the growth rate. Creating additional CSPs does not affect the funding amount.

5.5 What is a Commonwealth Supported Place?

A **CSP** is a place at a university or higher education provider where the government pays part of the fees. This part is a subsidy, not a loan, and the student does not have to pay it back.

The Commonwealth contribution for CSPs is paid to providers through the Commonwealth Grant Scheme (CGS) and providers must have a funding agreement with the Commonwealth in place, and meet other relevant requirements, to receive funding. Funding for this Grant Opportunity will be confirmed through a Letter of Agreement between the applicant and the Commonwealth and paid separate from, and in addition to, any CGS funding.

5.6 Can I apply for future funding if I am ineligible for Round 1?

Yes, higher education providers who do not apply or are ineligible for Round 1 can and are encouraged to apply for future rounds of funding and will be assessed against the eligibility criteria at that time.

Each round will be run as a separate grant opportunity and all eligible organisations, including those who receive funding through Round 1, will be required to submit a new application for each individual round.

Please note, funding available under future grant rounds for this program may be subject to change and will be confirmed through updated Grant Opportunity Guidelines prior to the rounds commencing.

5.7 I can't determine whether I'm eligible, can the department assist me?

No, the department is unable to provide information or confirmation on whether an applicant is eligible to apply for program funding. You should consider whether your organisation satisfies the eligibility criteria contained in Section 4 of the Grant Opportunity Guidelines and other published information for this grant (e.g. addendums, additional frequently asked questions).

5.8 I want to apply for the grant but I am not listed as eligible. Can I still apply?

All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding. Eligibility criteria are outlined in Section 4 of the Grant Opportunity Guidelines.

If you believe you should be eligible, but you do not meet the eligibility criteria please email Grant.ATM@health.gov.au and provide an explanation as to why you believe you should be eligible for this grant opportunity.

6. Technical Submission Questions

6.1 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest 3 hours **before** the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact Grant.ATM@health.gov.au with time to receive assistance to ensure your application is submitted on time.

6.2 What can I do if I have submitted my application but not received any email confirmation?

After submission, the confirmation of submission email from GrantConnect can take up to 30 minutes to arrive in the nominated inbox. If you have not received a confirmation of submission email after 24 hours, please contact the GrantConnect helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances preventing the submission of the application. The assessment committee Chair or their appointed representative will then determine whether an extension will be granted.

6.3 Can I change my application after I have submitted?

6.3.1 Before close date and time

After you have submitted your application, you are not able to re-access your submission to make further edits.

If you wish to make any changes to the application after you have submitted it, you will have to resubmit (additional information cannot be provided via email). You must also contact Grant.ATM@health.gov.au immediately to withdraw the previous application you identified as incomplete or requiring updating.

6.3.2 After close date and time

Please refer to the Grant Opportunity Guidelines on [GrantConnect](#), specifically Section 6: *How to Apply*.

'If you find an error in your application after submitting it, you should contact us immediately on Grant.ATM@health.gov.au.

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.'

If required, the department will contact you directly to clarify or ask for additional information to assess the application in accordance with the Grant Opportunity Guidelines.

6.4 I am trying to upload an attachment however I am receiving an error message. How to I resolve the issue?

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

You cannot upload two documents to [GrantConnect](#) with the same file name. Please rename the file and try again.