



Australian Government
Department of Education

Australia's Economic Accelerator

Applicant's Guide for the AEA Seed Grants

Commencing March 2023





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The document must be attributed as the Applicant's Guide for the AEA Seed Grants.

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1. Introduction

The *Applicants Guide for Australia's Economic Accelerator (AEA) Seed Grants* commencing in March 2023 (hereafter referred to as the Guide) provides information to participants on how to complete and electronically submit an AEA Seed proposal for funding commencing in 2023 (AEA23 Seed).

The completed proposal form, including PDF attachments, must comply with the AEA Seed Grant Guidelines. You should read the AEA Seed Grant Guidelines on the [AEA website](#) before preparing the proposal.

2. Additional information – before completing the proposal form

For general instructions on how to use the Research Management System (RMS), refer to instructions below or access User Guides ([RMS User Guide](#) and [Submitting an Application in RMS](#)) available on the ARC Website.

In addition to the instructions, applicants should familiarise themselves with associated documentation such as:

Document name	Location
AEA Seed Guidelines	AEA Website
Draft AEA Seed Condition of Grant	AEA Website
National Reconstruction Priorities	National Reconstruction Fund priorities
Key Dates	AEA Website
RMS User Management Guide and Submitting an Application in RMS Guide	RMS User Guide Submitting an Application in RMS
Technology Readiness Level definitions	Technology Readiness Level definitions

Table 1: Important documentation and location

2.1 – Assessment rounds

For AEA Seed, there will be two tranches of funding to apply for in 2023. AEA Seed assessment rounds will not carry over to the AEA Ignite stage of the program. A new proposal will need to be developed for the Ignite program, however applicants will continue to have access in RMS to draft proposals from previous rounds, allowing previous content to be accessible.

Seed grant priority consideration will be given to projects addressing the four priority areas of renewables and low emissions technologies; medical science; value-add in resources, or; value-add in agriculture, forestry and fisheries sectors. Tranche one (February 6 to March 17 2023) will focus on projects in renewables and low emissions technologies, and medical science, and Tranche two

(March 27 to May 5, 2023) will focus on value-add in resources and value-add in agriculture, forestry and fisheries sectors.

2.2 – Research Office – Further proposal assistance/guidance

The Research Office (or equivalent) of the Lead Organisation should be contacted in the first instance to assist with queries on how to complete a proposal.

2.3 – Accuracy of information

Carefully check that all information contained in the proposal is accurate prior to submission, as you cannot make changes once the proposal is submitted and the proposal period has closed.

2.4 – Eligibility in RMS

The Lead Organisation is responsible for confirming all eligibility requirements for the organisations and personnel have been met.

Important: The ability to submit a valid proposal form to RMS does not mean that the proposal has met all eligibility requirements. The Lead Organisation will still need to ensure that comprehensive checks have been made so that proposal complies with the eligibility requirements set out in the AEA Seed Grant Guidelines.

2.5 – Proposal Certification

The proposal form must be certified and submitted online through RMS by an authorised officer of the Lead Organisation. The authorised officer must have the role of 'Lead Agent Delegate' in RMS. Only the Lead Organisation can certify and submit proposals online.

Certification for:

- named individual participants is captured within the proposal at Question D9.
- the delegate via an additional Deputy Vice-Chancellor (Research)/Pro Vice-Chancellor (Research) or equivalent certification clause in RMS prior to submission (delegate certification).
- Partner Organisation/s is provided by uploading a signed letter of support at Question B2.
- A certification proforma is available on the [AEA website](#) for obtaining written evidence for all participating organisations other than the Lead Organisation. The certification proforma is a mandatory requirement for internal record purposes only. It does not need to be submitted with the proposal.

2.6 – PDF Proposal

All questions, except where identified, will render to the PDF generated from the RMS proposal form. The PDF is provided to the AEA Executive Director and Expert Advisors who are assigned to the proposal. All information relevant to the proposal must be contained within the proposal.

Ensure that your PDF text is readable both online and in print (it is recommended that 11-12 pt font is used) this includes ensuring readability of text within figures and tables (it is recommended that 10pt font is used).

The PDF should:

- Only use webpage addresses/URLs and hyperlinks in limited circumstances such as where research outputs are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the proposal.

- Applicants should only include information which is pertinent to the research and note that colour graphs, colour photographs, detailed graphics and grey scale objects may be reproduced in black and white and should both be necessary and appropriate.
- Additional text uploaded as a PDF may appear slightly reduced in size due to the RMS formatting of the attachments to include page numbers. Additional text uploaded in the PDF form should be directly generated rather than scanned to maximise the quality of reproduction.
- Applicants should avoid using advanced PDF editing functionality such as the addition of textboxes, as this may not be supported in RMS. Applicants should carefully check that any changes made to a PDF document appear correctly in the proposal PDF in RMS.
- The Department reserves the right to seek an original electronic copy of documents uploaded into the proposal to determine that the text meets these requirements.

3. Instructions on creating an RMS User profile

To gain access to RMS, use the below RMS link and access the log in page.

1. Request a new account (circled in green).
2. You will receive an email in the next day or so advising you now have RMS production access.
3. Use the link again and go in and add a password to your account.

<https://education.researchgrants.gov.au>

It should look like this:

Research Management System - Login (RMS)

By logging on to RMS and through your use of the system, you acknowledge that you have read and understood the [Privacy Policy](#).

Email Address

Password

Request New Account
Reset Password

The Multi Factor Authentication (MFA) set up needs to be done in the order of the instructions below:

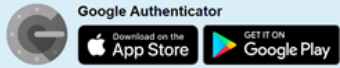
1. Set up the app on your smartphone
2. Scan the QR code using the app
3. Use the most recent 6-digit code generated by the authenticator and enter it in the box – ‘Enter the 6-digit MFA code from your Authenticator App’
4. Password is your RMS password

5. Hit the 'Setup MFA on your Account' tab.

Multi Factor Authentication

MFA Settings

Download and install a Multi Factor Authenticating application of your choosing on your mobile device:



1. Scan the QR code with your authenticator app. Optionally you can enter the secret code below the QR code into your authenticator app.
2. Enter the MFA code from your authenticator app into the text box below along with your account's password.
3. Click the 'Setup MFA on your Account' button to complete the setup.



Generate New MFA QR Code

Enter the 6 digit MFA code from your Authenticator App

Confirm your account's Password

Setup MFA on your Account

Cancel

6. Once you have done this, set up your 'Person Profile' in RMS as below:

Applicant Applications ▾

Create Draft Application

All Grant Opportunities ▾

Create Draft Application

Draft Applications

Applications

Rejoinders

Applicant Grant Management ▾

Final Reports

Grant Reports

Person Profile ▾

Personal Details

Expertise and Fields of Research

Qualifications

Employment

Availability

Current DE Grants

3.1 – RMS User profile and populating Research Outputs

Ensure the Personal Details, Qualifications and Employment History sections of the AEA applicants' 'Person Profile' contains up-to-date information, as some of these details will be auto populated into the proposal form.

Research outputs can be added to a user's profile through any of the following methods:

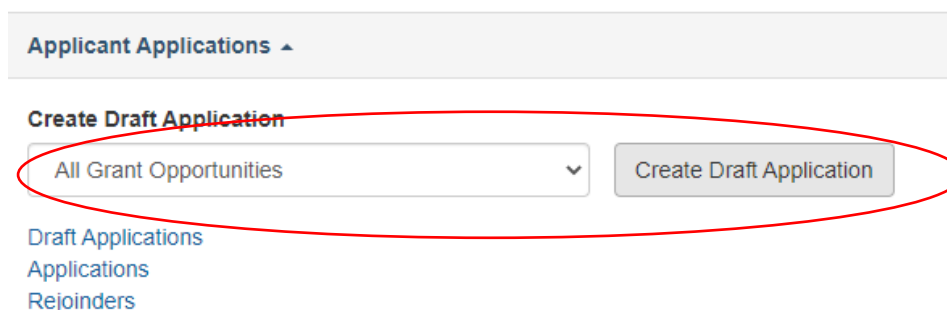
- Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user's ORCID profile.
- Add a research output citation by using a valid Digital Object Identifier (DOI).
- Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or
- Manually create an individual record per research output within the RMS user profile.

For instructions on how to address research outputs to your profile in RMS, refer to the User Guide: [RMS Auto-population of Research Outputs](#) and [FAQS: RMS Auto-population of Research Outputs](#) available on the ARC website.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant proposals.

4. Creating a new proposal in RMS

To create a draft grant proposal, see below instructions:

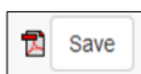



The screenshot shows the 'Applicant Applications' section in the RMS system. Under the heading 'Create Draft Application', there is a dropdown menu currently set to 'All Grant Opportunities' and a button labeled 'Create Draft Application'. Both the dropdown menu and the button are circled in red. Below this, there are links for 'Draft Applications', 'Applications', and 'Rejoinders'.

1. Login to [RMS](#).
2. Select **Australia's Economic Accelerator Grant 2023 Round 2** from the drop-down list and click on 'Create Draft Proposal'.
3. There are four parts (A – D) in the AEA23 Tranche 2 proposal form:
 - A) Administrative Summary
 - B) Business Case
 - C) Budget and Financial Information
 - D) Personnel
4. When the proposal has been created, the proposal form parts will be displayed at the top of the screen. The colour of these parts will be red indicating that the part is incomplete (invalid). When the proposal form parts have been completed, they will turn green (valid). Click on the relevant form part at the top of the screen to navigate between form parts (Part A to Part D)

5. Click on Part A to start filling in the proposal form.
6. Move through the sections and enter the information of your grant.

RMS does not autosave your proposal. It is important to periodically save all changes. The 'Save' button is located at the top of the page next to the Adobe PDF file icon:



Note: There is help text provided within the form to assist in completing questions. To access help information, click on the  icon.

Part A – Administrative Summary

A1 – Project Title

Provide a short title (up to 150 characters, approximately 20 words).

- The proposal title should be an accurate reflection of the project
- **Avoid** the use of acronyms and **do not** use all upper-case characters
- The proposal title may be modified and used for public release

A2 – Person Participant Summary

Add all people participating in this proposal as a Lead Entrepreneur, Collaborating Entrepreneur, or Partner Entrepreneur (see Grant Guidelines document for definitions).

- Select the relevant 'Participation Type' and enter the participant's registered RMS email address, then click on 'Add'.
- Repeat this action for the rest of the participants.

Note:

- One Lead Entrepreneur is required, and only one is allowed per proposal.
- There is no requirement to include, or limitation on the number of, Collaborating Entrepreneurs or Partner Entrepreneurs.

Important: 'Person Profile' details (personal details, qualifications, and employment) will be automatically populated into the proposal form and must be current at the time of submitting the proposal. **It is important that each participant has reviewed and updated their Personal Profile in RMS before completing this question.**

The following participants, as per the AEA Seed Program Guidelines, can be added to the proposal:

One Lead Entrepreneur (LE)	<p>In accordance with section 4 of the Program Guidelines, to be eligible for the AEA Seed Grant, proposals must "nominate one Lead Entrepreneur (LE) that commits a minimum of 0.5 FTE to the project over its term". It is a mandatory requirement to have a Lead Entrepreneur and only one is allowed per proposal.</p> <p>The Lead Entrepreneur is not required to have an employment or affiliate relationship with the Lead Organisation at the time the</p>
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	<p>proposal is submitted. However, this must be in place from the start of the grant if the proposal is awarded funding.</p> <p>Collaborating and Partner Entrepreneurs cannot be the Lead Entrepreneur.</p>
Collaborating Entrepreneur/s	<p>Collaborating Entrepreneurs must meet the eligibility criteria specified under section 4.4 of the Program Guidelines and must be affiliated with a Lead or Collaborating Organisation.</p> <p>It is optional to have a Collaborating Entrepreneur. However, if one is listed, their names and their organisations need to be provided in the application, along with details outlining their role.</p>
Partner Entrepreneur/s	<p>Partner Entrepreneurs (PE) must meet the eligibility criteria specified under section 4.4 of the Program Guidelines.</p> <p>It is optional to have a Partner Entrepreneur. However if a Partner Entrepreneur is listed, their names and their organisations need to be provided in the application, along with details outlining their role.</p>

A3 – Participating Organisations Summary

Add all organisations participating in this proposal.

- Select the relevant ‘Organisation Role’ from the drop-down list.

Note:

- When a participant is added to the proposal, they will receive an automated email invitation and will be required to accept this invitation to participate in the proposal. When adding a participant, it is important to use the email address associated with their RMS account, so they receive an invitation to participate in the proposal.
- If the proposed participant does not have an RMS user account, they can request one by using the link found on the [RMS Homepage](#).
- For instructions on how to provide access to the proposal form for a non-participant, see the [RMS User Guide - Submitting an application in RMS](#).
- If a participant fills out the proposal form and then changes their role (e.g., from Lead Entrepreneur to Partner Entrepreneur), this may result in some questions in the form being cleared and made inactive to suit the new role, and other questions which were formerly inactive now being made active and requiring a response.
- Applicants should carefully check the proposal following any role change made on the proposal form. It is strongly encouraged to have defined role prior to commencing the proposal form.

- Enter the name of the organisation in the search box and click ‘Search’.
- Select the relevant organisation from the list of search results and click ‘Add’.

Note:

- One Lead Organisation is required.
- There is no requirement to include, or limitation on the number of, Collaborating Organisations or Partner Organisations.

The following organisations, as per the AEA Seed Program Guidelines, can be added to the proposal:

One Lead Organisation	In accordance with section 4 of the Program Guidelines, to be eligible for the AEA Seed Grant, proposals must “include one Lead Organisation”. It is a mandatory requirement to have a Lead Organisation and only one is allowed per proposal.
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	Lead Organisation means the organisation that submits a proposal for funding, and which will be responsible for the administration of the funding if the proposal is approved for funding. Under the <i>Higher Education Support Act 2003</i> (HESA) and the current legislative instrument, all Table A and Table B Australian Universities are eligible to be Lead Organisations for the AEA program.
Collaborating Organisation/s	Collaborating Organisations must meet the eligibility criteria specified under section 4.1 and 4.2 of the Program Guidelines. Collaborating Organisation means an organisation listed on a proposal as an eligible organisation that is not the Lead Organisation. All other Table A and Table B Australian Universities named on the application will be a 'Collaborating Organisation'. Including a Collaborating Organisation is optional.
Partner Organisation/s	Partner Organisations must meet the eligibility criteria specified under section 4.3 of the Program Guidelines. Partner Organisations may be Australian or an overseas organisation. The applicant may nominate a Partner Organisation, but this is not a mandatory eligibility requirement. As specified in section 4.3 of the Program Guidelines, Partner Organisations cannot be a controlled entity of any Lead or Collaborating Organisations and there is no exemption to this rule. There is no requirement to have a representative from that organisation listed as a 'Partner Organisation'.

A4 – National Reconstruction Fund Priority

In AEA Seed Tranche two, priority consideration will be given to projects addressing the two priority areas of value-add in resources and value-add in agriculture, forestry and fisheries.

- Please choose one National Reconstruction Fund Priority Area from the drop-down list.
- This information will be used for future reporting purposes if this proposal is funded.

A5 – Project Objectives

The objectives should demonstrate what will be achieved by the end of the grant (up to 500 characters, or approximately 70 words, per objective).

- List up to four key objectives specific to your project by clicking 'add answer' to add the next objective.
- This information will be used for future reporting purposes if this proposal is funded.

A6 – Project Summary

Provide a Project Summary, focusing on the aims, significance, expected outcomes and benefits of this project (up to 1500 characters or approximately 250 words).

- Write the Project Summary simply, clearly and in plain English.
- If the project is successful, the Project Summary will be used to give the general community an understanding of the project.
- Avoid the use of acronyms, quotation marks and unnecessary upper-case characters.

Note: The Project Summary may be modified by the Department and used for public release.

A7 – Proposed Length of Project

Projects must be between 3 months to 12 months in total duration.

- A drop-down box will provide options between 3 and 12 months to choose from. Please select the correct project length.

A8 – ANZSIC

Australian and New Zealand Standard Industrial Classification (ANZSIC) is a standard classification for the analysis of industry statistics.

We are interested to know which industry will benefit if your project is commercialised and reaches the market.

Select one three-digit code from the [Australian and New Zealand Standard Industrial Classification](#) that most aligns with the proposal. Once you choose the ANZSIC code click on the 'Add' button.

A9 – Field of Research (FOR-2020)

Select up to three six-digit [Field of Research \(FOR\) classification](#) (FOR-2020) codes that relate to the proposal. The classification defines research according to disciplines. The FOR codes selected should reflect the nature of the research in this proposal, particularly if it is interdisciplinary.

- Select up to three classification codes that relate to the proposal. Enter in the percentage for each FOR classification. Once you choose the FOR code click on the 'Add' button.
- Prioritise the classification codes from highest to lowest percentage – note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).

The highest percentage can only be entered for one FOR code (for example, 50 cannot be entered for two FOR codes).

Note: Select the six-digit FOR codes from the list of the FOR Codes carefully, as they contribute to the identification of the most appropriate assessors for the proposal. The Department of Education recommends that 'XXX99' (not elsewhere classified) codes be used only as a last resort when there is no other appropriate code within the classification.

A10 – Socio-Economic Objective (SEO-2020)

Select up to three SEO classification codes (SEO – 2020) that relate to the proposal. The [Socio-Economic Objective \(SEO\) classification](#) indicates the sectors that are most likely to benefit from the project if funded.

- Select up to three classification codes that relate to the proposal. Enter in the percentage for each SEO classification. Once you choose the SEO code click on the 'Add' button.
- Prioritise the classification codes from highest to lowest percentage – note RMS does not automatically sort from highest to lowest percentage.
- Ensure that the percentages total 100.
- Enter a whole number, do not use the percentage sign (%).
- The highest percentage can only be entered for one SEO code (for example, 50 cannot be entered for two SEO codes).

A11 – Current Technology Readiness Level

Select the [Technology Readiness Level](#) (TRL) the project is currently at. For AEA Seed, the starting TRL stages are between 3 and 5.

- Use the drop-down box to select the TRL the project is currently at.
- Use the explanation text to articulate the current TRL.

A12 – Anticipated Technology Readiness Level

Select the [Technology Readiness Level](#) (TRL) that you anticipate the grant will progress the project to.

- Use the drop-down box to select the anticipated TRL stage the grant will progress the project to.
- Use the explanation text to articulate the current TRL.

Note: For the avoidance of doubt, AEA Seed projects can progress to a TRL beyond 5 at the end of the grant.

A13 – How many research students will contribute to this project?

For reporting purposes, the AEA is capturing the number of Research Students that will contribute to this project if successful. This includes Research Students not funded directly from an AEA Seed grant.

- Select the number of students for *each student category* (full-time equivalent) that will be filled as a result of this project, not just those requested in the budget for funding in the proposal form e.g., Honours: 1, Masters: 0, or PhD: 2.
- Answers can be provided down to one decimal place.

A14 – How many research students will be funded from this grant?

For reporting purposes, the AEA is capturing the number of Research Students that will be funded by this grant if the project is successful.

- Select the number of students for *each student category* (full-time equivalent) that will be funded by this grant if the project is successful e.g., Honours: 1, Masters: 0, or PhD: 2.
- Answers can be provided down to one decimal place.

A15 – Does this project involve interdisciplinary research?

This is a 'Yes' or 'No' question. If you select 'Yes', two additional questions will be enabled:

1. Specify the ways in which the research is interdisciplinary by selecting one or more of the options and click 'Add'.
2. Indicate the nature of the interdisciplinary research involved (up to 1200 characters, approximately 200 words).

A16 – Does the proposed research involve international collaboration?

This is a 'Yes' or 'No' question. If you select 'Yes', an additional question will be enabled:

- Specify the nature of the international collaboration by selecting one or more of the options below.

A17 – If the proposed research involves international collaboration, please specify the country/ies involved.

Indicate the countries involved in the international collaboration. Commence typing in the search box and select from the drop-down list the name of the country/ies of collaborators who will be involved in the proposed project.

Note that Australia is not to be listed and is not available to be selected from the drop-down list.

Part B – Business Case

B1 – Business Case

Upload a Business Case as a PDF file of no more than five pages. Ensure that your text is readable both online and in print. For this reason, 11-12pt font is recommended.

Applicants should ensure that information provided under these headings addresses the Assessment Criteria as detailed in the AEA Seed Program Guidelines, noting the relevant weighting of the criteria.

- **AIMS & BACKGROUND**
- **SIGNIFICANCE**
- **ACTIVITIES & TIMELINE**
- **VALUE PROPOSITION**
- **CAPABILITY & RESOURCES**
- **COMMERCIAL POTENTIAL**

A Business Case template is available on the AEA website. The following topics are suggested to be covered under these headings:

AIMS & BACKGROUND

- What does your proposal seek to achieve?
- What will the impact of the grant be to the size, scale, or timing of your project?
- What is the background of previous research upon which the proposal is based?

SIGNIFICANCE

- Provide a description of the potential benefit, uniqueness and impact of your project if its aims are achieved.
- Explain your proposal's alignment with one or more of the National Reconstruction Fund Priorities, and the extent (where relevant) to which the proposal builds on other government initiatives.

ACTIVITIES & TIMELINE

- What are the research activities to be undertaken?
- What are the proposed milestones and timelines for your project? Include a table outlining the timeline of your key activities and milestones.
- What is the likely longer-term timeframe required to arrive at a commercial outcome?

VALUE PROPOSITION

- What technological issue(s) will this project alleviate and/or solve?
- Is the project at a Technology Readiness Level (TRL) between 3 and 5?

- Does the project have industry interest and/or industry engagement?
- What is the current state of project related background intellectual property (IP)?
- What plans/agreements are in place to protect newly created project IP?
- Can the proposed project be completed within the grant period (1 year)?
- How will the Australian economy benefit from this project?

CAPABILITY & RESOURCES

- Provide an overview of the team, including:
 - the expertise and track record of members, and how their skills support the project
 - the role/s of each member
 - the proposed time dedicated to the project by each member
- Describe the ways in which, if at all, the project will draw on the capacity and capability of industry partners and industry experts.
- Provide an overview of the existing resources available at participating organisations to deliver the project, as well as how additional resources will be deployed.
- Provide an overview of the proposed governance arrangements for the project.
- Outline the participating organisations' capacity to support commercialisation activities.
- If international collaboration is required to deliver the project, please justify why.

Note: Additional information regarding relevant industry support should be provided at B2.

COMMERCIAL POTENTIAL

- What is the size and value of the potential market? Include any market research and/or economic analysis you have undertaken to validate that your product, process, or service is functional or technically viable.
- Who are your most likely competitors and what is your competitive advantage?
- Is there a clear market demand and can you articulate suitable commercialisation pathways and revenue streams for the proposed project?
- List all possible technical and commercial risks that could impede the successful completion of the project.
- What risk mitigation strategies will you put in place to alleviate project related technical and commercial risks?

B2 – Industry Support and/or Partnerships

Describe the nature of industry engagement and support (if there is any), in no more than 6,000 characters (or approximately 800 words).

B3 – Industry Support and/or Partnerships Support Documentation – PDF Upload

Upload a single file (up to 20 pages) incorporating any letters of support from partner/s, outlining (where applicable) evidence of a commercial partnership.

- Each letter (2 pages max) should be prepared on Partner Organisation letterhead, and include:
 - A brief profile of the Partner Organisation
 - Details regarding how the project aligns with the organisation's strategic objectives
 - The Partner Organisation's expectations about industry outcomes, products and/or market value, where relevant
 - Details of the cash and/or in-kind contributions from the Partner Organisation for the project
 - The name and position of the signatory
 - A declaration by the signatory confirming that they are authorised to sign and submit the letter and its contents on behalf of the organisation.

Part C – Budget and Financial Information

C1 – What is the proposed budget for your project?

Outline the budget proposed for the project.

Ensure that your budget complies with the requirements of the AEA Seed Program Guidelines. It is important that the Lead Organisation participating in this proposal has been added in RMS.

- Funding must not be requested for items that are excluded. Refer to the AEA Seed Program Guidelines for further information on budget items supported and not supported.
- Ensure that funding is requested at the correct level as the AEA will not provide additional funds to cover a budget that has not been planned adequately. For AEA Seed Grants, minimum grant application is \$50,000 and maximum grant application is up to a total of \$500,000.
- Do not include GST in your costs.
- Do not commence entering information in the budget table until all Participants and Organisations have been requested (emailed) and have subsequently confirmed their participation on the proposed project.
- The AEA reserves the right to determine the level of funding allocated to a project.
- Cash and in-kind (goods, services, and transactions not involving money) for each organisation should be shown.

Categorise items using the following headings:

- Personnel
- Travel – domestic
- Travel – international
- Plant & Equipment
- Manufacturing facilities
- Other

Note: A minimum of \$50,000, up to \$500,000, is available per AEA Seed project.

No more than 10% of the budget can be spent internationally on travel and associated travel costs. Further instructions on entering budget details can be found on the [ARC website](#).

Important: Funds awarded to a project during the AEA Seed will be deducted from potential AEA Ignite proposals (full implementation of the AEA program from July 2023). For example, if \$200,000 is awarded through AEA Seed, the project can progress to AEA Ignite, at a higher TRL, but will only be eligible for a maximum of \$300,000 so total funds does not exceed \$500,000.

C2 – Budget Explanation – AEA Seed

Detail the ways in which funds from AEA Seed are proposed to be spent and explain any institutional overheads and on-costs. Add separate answers for each organisation.

- Use the budget categories specified in C1 as headings.
- Justify each budget item requested in terms of need and cost.
- Justify any funding being requested for major items of equipment. Requests for major items of equipment are considered on merit. The participant should plan to use existing equipment wherever possible. If the participant is seeking funding for new equipment, describe how the equipment will be used and supplied.

- Requests for funding to cover the costs of domestic and international travel, including for reasons of fostering and strengthening collaborations in Australia and overseas, must be justified in full.
- If the proposal is seeking more than \$200,000, identify and cost at least two phases that break the project into distinct steps.

C3 – Budget Explanation – Lead Organisation

Detail the ways in which funds (both cash and in-kind) from the Lead Organisation are proposed to be spent and explain any institutional overheads and on-costs:

- Use the budget categories specified in C1 as headings.
- Provide details including what each participant (if relevant) will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided by a participating organisation in cases where this could reasonably be expected, explain fully why no commitment has been made.

C4 – Budget Explanation – Collaborating Organisation/s

Detail the ways in which funds (both cash and in-kind) from Collaborating Organisation/s are proposed to be spent and explain any institutional overheads and on-costs.

- Add separate answers for each organisation, as required.
- Use the budget categories specified in C1 as headings.
- Provide details including what each participant (if relevant) will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided by a participating organisation in cases where this could reasonably be expected, explain fully why no commitment has been made.

C5 – Budget Explanation – Partner Organisation/s

Detail the ways in which funds (both cash and in-kind) from Partner Organisation/s are proposed to be spent and explain any institutional overheads and on-costs.

- Add separate answers for each organisation, as required.
- Use the budget categories specified in C1 as headings
- Provide details including what each participant (if relevant) will contribute to the project in relation to their time and any other contribution of their organisation.
- If there is no direct funding being provided by a participating organisation in cases where this could reasonably be expected, explain fully why no commitment has been made.

C6 – Previous funding for this project

Have you received prior funding for this research? If 'yes', please provide:

- Funding project ID
- Name of funder
- Project title
- Total amount

Detail regarding how this grant will differ from previous funding for this research.

Important: For all questions relating to **Part D**, please ensure that the information you provide is true and correct. Please note that any wilful dishonesty may **render the proposal being removed** from the process.

Part D – Personnel

D1 – Entrepreneur

This data is automatically populated from the participant’s RMS profile.

Questions in a participant’s Person Profile can only be answered by the respective participant. The Lead Organisation will not be able to edit this information on behalf of participants.

To update the ‘Personal Details’ section, click on the ‘Manage Personal Details’ link. Note this will open a new browser tab. When returning to the form ensure to ‘Refresh’ the page to capture the changes made to the participant’s profile.

The following data is automatically populated from the candidate’s RMS profile into the proposal:

- Participation Type
- Title, First Name, Middle Name, Family Name, Phone Number, Email Address, Date of Birth, Country of Birth, Gender, Citizenship, Australian Residency, Languages other than English, Indigenous Status

Note: The Phone Number, Date of Birth, Country of Birth, Citizenship, Material Personal Interests, and Indigenous Status responses will not be visible to Expert Advisors assessing proposals. However, all information contained in Part D is visible to the Lead Organisation and project participants on this proposal, as well as the Department.

- Material personal interest questions as follows:
 - Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?
 - Are you currently, or have you previously been, associated or affiliated with a talent recruitment program from a country other than Australia?
 - Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military or police organisation in a country other than Australia?
 - Have you identified and disclosed any conflicts of interests in accordance with your Institution’s conflict of interest policies and procedures?

This question serves as a declaration that:

1. You have one or more Conflicts of Interest (COIs) and have disclosed them to your employing institution, and if relevant, Lead Organisation(s) of AEA grant proposals as required by the institution(s)'s COI policies and procedures or
2. You do not have any COIs and have followed the relevant institution(s)'s COI policies and procedures (which may include reporting you have nil COIs).

In both cases you should answer 'Yes' to this question.

A 'No' answer to this question indicates that you have a COI that you have not disclosed to your employing institution or relevant Lead Organisation(s) of AEA grant

proposals. In this case you will be prevented from participating on an AEA grant proposal.

- Has the participant acknowledged the collection of personal information by the AEA?
For the application form to become valid the participant must acknowledge the collection of personal information within the profile.

D2 – Qualifications

This data is automatically populated from the participant's RMS profile.

Questions in a participant's Person Profile can only be answered by the respective participant. The Lead Organisation is not able to edit this information on behalf of participants.

To update any qualifications, click on the 'Manage Qualifications' link. Note this will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the participant's profile.

D3 – What will your time commitment be to research activities related to this project?

Each participant's time commitment to this project should be entered as a full-time equivalent (FTE).

Lead Entrepreneur requires minimum commitment of 0.5 FTE for the duration of the project.

Note: An FTE of 1.0 represents a full-time commitment (i.e., 5 days per week).

D4 – 10-year Employment History

This data is automatically populated from the participant's RMS profile.

Questions in a participant's Person Profile can only be answered by the respective participant. The Lead Organisation is not able to edit this information on behalf of participants.

To update any employment history, click on 'Manage Employment Details' link. Note this will open a new browser tab. When returning to the form ensure to 'Refresh' the page to capture the changes made to the participant's profile.

D5 – ORCID link

ORCID (Open Researcher and Contributor ID) is an open, non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers.

Please provide a link to the participant's ORCID profile, e.g., <https://orcid.org/0000-0000-0000-0000>.

D6 – Research Outputs (Up to 10 most relevant outputs/projects)

The data is populated from the 'Research Outputs' section within the participant's RMS profile. The participant will have the flexibility to choose and add which outputs to include in the application.

- Provide a list of the ten most relevant research outputs/projects relevant to this proposal (up to a maximum of ten).
- To indicate the ten most relevant research outputs to this proposal, enter numbers 1 up to 10 in the 'Rank' column.
- To indicate research outputs that are relevant, tick the 'Relevant' checkbox which will add an asterisk against that research output.

- To add an additional output, please select 'add' each time.

Note: RMS will not prevent the entry of duplicate records and it is the responsibility of applicants to manage this. Users will have the flexibility to choose research outputs for listing in their grant applications. For instruction on how to add research outputs to a user's profile in RMS, refer to the [User Guide: Research Outputs in RMS](#) available on the ARC website.

Only ten research outputs should be listed. Any additional outputs included will not be considered.

D7 – Research Outputs Context

This section gives context to a participant's research experience and provides an opportunity to further explain periods of research and non-research employment, and career breaks.

- The information should help assessors understand the context of the participant's academic research achievements but not repeat information already provided in this proposal.
- Provide clear information that explains the relative importance of different research outputs and expectations in the participant's discipline/s.
- It is helpful to include the importance/esteem of specific journals in their field; specific indicators of recognition within their field such as first authorship/citations, or significance of non-traditional research outputs.
- If this question is not relevant to a participant, for example a Partner Entrepreneur with a non-academic background, the participant should include a short explanatory statement as to why this question is not applicable. (Up to 3,750 characters, approximately 500 words).

D8 – Commercialisation and Industry Collaboration Experience

Provide a short description of your commercialisation and industry collaboration experience, including relevant professional development undertaken in the past ten years. For example, have you participated in any commercialisation programs (such as [CSIRO's ON program](#))?

D9 – Certification by Participants

The participant is required to provide certification of all relevant clauses. The certification includes the review and confirmation of the accuracy of all information contained in this proposal, including information entered within your Person Profile.

The proposal form will not validate if 'No' is selected.

By selecting 'Yes', the participant agrees to the following statements regarding their proposal:

I certify that:

- *all the details in this proposal are accurate and complete, including information contained in my Research Management System personal profile;*
- *proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the AEA Seed Program Guidelines;*
- *as a participant listed on the proposal I have responsibility for the authorship and intellectual content of this proposal, and have appropriately cited sources and acknowledged significant contributions, including third parties, where relevant.*
- *I have complied with the AEA Seed Program Guidelines, and the scheme specific Applicants Guide and if the proposal is successful I agree to abide by the relevant Conditions of Grant;*
- *I understand and agree that all statutory requirements must be met before the proposed research can commence;*
- *I have notified the Lead Organisation of all material personal and financial interests and actual or perceived Conflicts of Interest I may have in relation to the proposal and I undertake that I will notify the Lead Organisation of any personal material interests or Conflicts of Interest*

which arise subsequent to the submission of the proposal and will update my personnel details in my Research Management System profile;

- *I will notify the Lead Organisation if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project subsequent to the submission of this proposal.*
- *To the best of my knowledge, the Partner Organisation(s) involved in this proposal are solvent at the time of submission of this proposal.*

Note: Only the participant in this form part will be able to provide a response to this question.

Contact

For enquiries about AEA Seed, applicants should seek advice from their institutional Research Office (or equivalent). Research Office staff can email accelerator@education.gov.au for further advice in queries cannot be answered by the Program Guidelines, Applicants Guide, or Frequently Asked Questions.