



Australian Government  
Department of Education

# Australia's Economic Accelerator

Applicant's Guide for the AEA Seed Grants Program



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# 1. Introduction

The *Applicant's Guide for Australia's Economic Accelerator (AEA) Seed Grants Program* (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 2024.

The completed online RMS application form, including PDF attachments, must comply with the AEA Seed Program Administrative Guidelines. You should read the AEA Seed Program Administrative Guidelines on the AEA [website](#) before preparing the online RMS application.

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 Program Administrative Guidelines	<a href="#">AEA website</a>
Frequently Asked Questions	<a href="#">AEA website</a>
Sample Application Form	<a href="#">AEA website</a>
Draft Business Case Template	<a href="#">AEA website</a>
Draft AEA Seed Condition of Grant	<a href="#">AEA website</a>
National Reconstruction Priorities	<a href="#">National Reconstruction Fund priorities</a>
Key Dates	<a href="#">AEA website</a>
RMS User Management Guide and Submitting an Application in RMS Guide	<a href="#">RMS User Guide</a> <a href="#">Submitting an Application in RMS</a>
Technology Readiness Level definitions	<a href="#">Technology Readiness Level definitions</a>

**Table 1: Important documentation and their locations**

## 1.1 – Assessment rounds

AEA Seed is the pilot for AEA Ignite. AEA Seed initially opened across two rounds, between February and May 2023. AEA Seed Tranche 3 is the third and final round of funding under the pilot program.

## 1.2 – Research Office – Further RMS application 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 an online RMS application.

## 1.3 – Accuracy of information

Carefully check that all information contained in the online RMS application is accurate prior to submission, as you cannot make changes once the online RMS application is submitted.

## 1.4 – Eligibility in RMS

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

## 1.5 – Application Certification

The online application form must be certified and submitted 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 the RMS applications online.

Certification for:

- named individual participants
- Lead Organisation, and
- Partner Organisation/s certification must be provided by uploading a signed Partner Organisation Declaration Form (template available from Appendix C in the Seed Program Administrative Guidelines) at Question E1.

## 1.6 – PDF Application

All questions, except where identified, will render to a PDF generated from the RMS application form. Ensure that all text, including uploaded documents, 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.

Information provided in the online RMS application 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 online RMS application.
- 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 application PDF in RMS.

The department reserves the right to seek an original electronic copy of documents uploaded into the online RMS application to determine that the text meets these requirements.

## 1.7 – Privacy Statement

Your personal information may be collected by the Department.

### **Purpose of collecting your information**

Your personal information will be collected for the purposes of enquiry assistance, promoting the Australia's Economic Accelerator, via a mailing list, and for purposes related to the administration of the Program. If you do not provide some or all of the personal information requested, the Department may not be able to assist you with your expression of interest or enquiry.

### **Privacy policy**

The department's [Privacy Policy](#), including information about how to make a complaint and access to and correction of your personal information, can be found on the department's website or by requesting a copy from the Department at [privacy@education.gov.au](mailto:privacy@education.gov.au). To contact the department about your personal information, email [privacy@education.gov.au](mailto:privacy@education.gov.au).

## 2. Instructions on creating an RMS User profile

To gain access to RMS, use the [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.

An example is displayed below of the RMS User sign in.

**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](#)

Figure 1. Research Management System user sign in page.

The Multi Factor Authentication (MFA) is required to be set up to login and use your RMS account. Please follow the instructions below to set up your MFA access with your RMS account:

1. Download the MFA app on your smartphone (smartphone application examples are displayed in figure 2)
2. Using the chosen app on your smartphone, scan the QR code using the app
3. Use the most recent 6-digit code generated by the authenticator and enter it in the section – ‘Enter the 6-digit MFA code from your Authenticator App’
4. Password is your RMS password
5. Click on the ‘Setup MFA on your Account’ button.

## Multi Factor Authentication

MFA Settings


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

**Google Authenticator**  
Download on the App Store | GET IT ON Google Play

**Microsoft Authenticator**  
Download on the App Store | GET IT ON Google Play

**Web Authenticator**  
Download on the App Store | GET IT ON Google Play

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

Figure 2. Multi Factor Authenticating (MFA) setup page in RMS.

6. Once you have done this, set up your 'Person Profile' in RMS as displayed below (red circle):

### 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



## 2.1 – 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 online RMS application 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.


### 3. Creating a Seed application in RMS

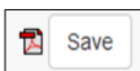
To create a draft grant application, see below instructions:

The screenshot shows a web interface for creating a draft application. At the top, there is a header 'Applicant Applications' with a downward arrow. Below it, the text 'Create Draft Application' is displayed. A red oval highlights a dropdown menu containing 'All Grant Opportunities' and a button labeled 'Create Draft Application'. Below the dropdown and button, there are three links: 'Draft Applications', 'Applications', and 'Rejoinders'.

1. Login to RMS.
2. Select Australia’s Economic Accelerator Seed Grant (AE24) from the drop-down list and click on ‘Create Draft Application’.
3. There are five parts (A – E) in the AEA Seed application form:
  - o A) Administrative Summary
  - o B) Business Case
  - o C) Budget and Financial Information
  - o D) Personnel
  - o E) Partner Organisations
4. When the application has been created, the application 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 application 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. Part E will appear once a Partner Organisation has been listed at question A3
6. Click on Part A to start filling in the application form
7. Move through the sections and enter the information of your grant

**RMS does not autosave your application. 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 200 characters, approximately 30 words). The proposal title:

- should be an accurate reflection of the project
- should **avoid** the use of acronyms and **should not** use all upper-case characters
- may be modified and used for public release.

### A2 – Domestic Participating Organisations Summary

Add all organisations participating in this proposal. Select the relevant 'Organisation Role' from the drop-down list:

- 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'.

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

One Lead Organisation	In accordance with section 2 of the Seed Program Administrative 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.  'Lead Organisation' refers to the organisation that submits a proposal for funding, and which will be responsible for the administration of the funding if the proposal is approved. 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 2 of the Seed Program Administrative Guidelines. All Table A and Table B Australian Universities listed under the <i>Higher Education Support Act 2003</i> (HESA) are eligible to be Collaborating Organisations for the AEA program.  Collaborating Organisations cannot be listed as the Lead Organisation on a proposal. Including a Collaborating Organisation is optional.

Partner Organisation/s	<p>Partner Organisations must meet the eligibility criteria specified under section 2 of the AEA Seed Program Administrative Guidelines. Partner Organisations must be Australian.</p> <p>The applicant may nominate a Partner Organisation, but this is not a mandatory eligibility requirement.</p> <p>Partner Organisation/s must provide a signed Partner Organisation Declaration Form (template available from Appendix C in the Seed Program Administrative Guidelines), to be uploaded at Question E1.</p>
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### A3 – Person Participant Summary

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

**Important:** Please note the completion of this question is dependent on the acceptance of invitations and the completion of question D2. Until all named applicants have accepted their invitations to the online RMS application and completed D2, Section A will not turn green.

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.

**Important:** ‘Person Profile’ details (personal details, qualifications, and employment) will be automatically populated into the online RMS application 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 Administrative Guidelines, can be added to the proposal:

One Lead Entrepreneur (LE)	<p>In accordance with Section 2.4 of the Seed Program Administrative 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 must be engaged by the Lead Organisation at the commencement date of the grant and for its duration. Individuals engaged by the Lead Organisation may be employees, contractors, PhD students, or hold another position such as a statutory appointment or honorary position. If the Lead Organisation intends for the Lead Entrepreneur to be a PhD student, it is essential for the Lead Organisation to ensure that they remain compliant with other requirements relating to PhD students, such as those in the guidelines made for the purposes of Part 2-4 of HESA, currently the</p>
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	<p><i>Commonwealth Scholarship Guidelines (Research) 2017</i>, and the Lead Organisation’s RTP Scholarship Policy if one exists.</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 2.4 of the Seed Program Administrative 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 organisation need to be provided in the proposal, along with details outlining their role.</p>
Partner Entrepreneur/s	<p>Partner Entrepreneurs must meet the eligibility criteria specified under Section 2.4 of the Seed Program Administrative Guidelines.</p> <p>It is optional to include a Partner Entrepreneur in a proposal. However, if a Partner Entrepreneur is listed, their names and their organisation need to be provided in the proposal, along with details outlining their role.</p>

**Note:**

- When a participant is added to the online RMS application, 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 online RMS application form for a non-participant, see the [RMS User Guide - Submitting an application in RMS](#).
- If a participant fills out the online RMS application 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 online RMS application after any role changes are made. It is strongly encouraged to have defined a participant’s role prior to commencing the online RMS application form.

## A4 – National Reconstruction Fund Priority

For AEA Seed, consideration will only be given to projects addressing National Reconstruction Fund (NRF) priorities. Please choose one NRF priority area from the drop-down list. This information will be used for future reporting purposes if this proposal is funded. Please refer to the Department of

Industry website for further information regarding the [National Reconstruction Fund Priorities \(industry.gov.au\)](https://industry.gov.au).

## A5 – Critical technologies

Answer the 'Yes' or 'No' drop down box to indicate if this research engages in critical technology. If no, continue to A6. If yes, a text box will pop up, within this text box provide the type of critical technology utilised in the project according to the list provided at: [List of Critical Technologies in the National Interest \(Industry.gov.au\)](https://industry.gov.au).

## A6 – Project Aim

What is the overarching goal or purpose the project is attempting to achieve? Describe what the project intends to achieve upon completion in terms of outcome/s, value and include the current and anticipated Technology Readiness Level (TRL).

## A7 – Project Objectives

What are the specific and detailed goals that contribute to achieving the project aim? The project objectives should provide a roadmap for how the project will progress and what outcomes are expected. Please include up to four key objectives utilising the 'add answer' function below.

Each objective can be up to 1000 characters, or approximately 170 words, per objective. This information will be used for future reporting purposes if this proposal is funded.

## A8 – Public Project Summary

Provide a brief Public Project Summary, for members of the general public.

Focus on the aims, significance, expected outcomes and benefits of this project (up to 1,500 characters or approximately 250 words). Write simply, clearly and in plain English. If the project is successful, the Public Project Summary will be used to give the general community an understanding of the project.

**Note:** The Public Project Summary may be modified by the Department.

## A9 – Technical Project Summary

Provide a Technical Project Summary, focusing on the aims, significance, expected outcomes and benefits of this project (up to 1,500 characters or approximately 250 words). Write the Technical Project Summary simply and clearly. Avoid the use of acronyms, quotation marks and unnecessary upper-case characters.

## A10 – 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 .

## A11 – ANZSIC

Select one three-digit code from the [Australian and New Zealand Standard Industrial Classification](#) that most aligns with the proposal. 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.

Once you choose the ANZSIC code click on the 'Add' button.

## A12 – 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.

When entering FOR codes:

- use descriptors or numeric codes to search for FOR code
- 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
- 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.

## A13 – 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.

When entering SEO codes:

- use descriptors or numeric codes to search for the SEO code.

- 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.
- 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).

## A14 – Current Technology Readiness Level

Please provide details of the technology/solution's current state of development, overview of the R&D completed thus far, project momentum and explanation for confidence in the potential of the solution. 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.

## A15 – Anticipated Technology Readiness Level

Please provide details of the technology/solution's anticipated state of development, overview of the R&D to be completed, project momentum and explanation for confidence in the potential of the solution. Select the [Technology Readiness Level \(TRL\)](#) you anticipate the grant will progress the project to.

There is no requirement for AEA Seed proposals to increase the anticipated Technology Readiness Level of a project by completion. However, if it does not expect to increase the anticipated Technology Readiness Level, the project must demonstrate progress within the Technology Readiness Level.

Use the drop-down box to select the Technology Readiness Level the grant will progress the project to. Use the explanation text to articulate the anticipated Technology Readiness Level or the expected progress within the Technology Readiness Level.

**Note:** For the avoidance of doubt, AEA Seed projects can progress to a TRL beyond 7 at the end of the grant.

## A16 – 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 online RMS application form e.g. Honours: 1, Masters: 0, or PhD: 2. Answers can be provided down to one decimal place.

### A17 – 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.

### A18 – Where are the primary facilities for this research located?

Indicate the State/Territory and postcode for the primary facilities where this research will be conducted. If there are multiple locations, please list them as secondary locations alongside their postcodes. This list should include locations of Collaborating and Partner Organisations, wherein research is being conducted. Use the text box to indicate the primary research activities being undertaken at these facilities. Use the drop-down box to indicate if the research will be conducted at a regional campus.

### A19 – Does this project involve interdisciplinary research?

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

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

### A20 – Does the proposed research involve international collaboration?

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

- specify the nature of the international collaboration by selecting one or more of the options below.
- use the text box to indicate the nature of the international collaboration involved (up to 1200 characters, approximately 200 words).

**A21 – 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 the information provided addresses the Assessment Criteria as detailed in the AEA Seed Program Guidelines, noting the relevant weighting of the criteria.

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

#### **Criterion 1: Impact of AEA Project grant and project outcomes (30 per cent)**

Demonstrated through identifying:

1. Alignment with at least one of the National Reconstruction Fund priority areas.
2. Extent to which the proposal builds on and supports other Whole-of-Government initiatives, if applicable.
3. The impact of the AEA grant funding regarding scale and timing of the project, and the likelihood it would proceed without the grant.
4. Where the solution aims to be at the project endpoint if successful, including the Technology Readiness level and description of next steps (technical and commercial) upon project completion.

#### **Criterion 2: Capacity, capability, and resources to deliver project (20 per cent)**

Demonstrated through identifying:

1. Achievable and realistic overview of steps in project, including risks and appropriate risk management.
2. Adequate time dedicated to project, including overview of time commitments from team members across functional areas.
3. Excellent composition and strength of team – skills/experience required for the project other than research commercialisation.
4. Sound project budget with overview of required and/or currently available resources.

#### **Criterion 3: Commercial potential and market opportunity (25 per cent)**

Demonstrated through identifying and referencing the Lead Organisation source information:

1. What are the addressable and serviceable target markets (or quantifiable public good equivalent), both domestic and international, that the solution seeks to address including their estimated size and value?
2. What is the novelty and unique selling point of the project outcome, along with its competitive advantage?

3. Overview of the research and development completed to date, project momentum and substantiation of current Technology Readiness Level.
4. Likelihood of a successful project outcome, including why the potential solution will move towards commercial success.

#### **Criterion 4: Commercialisation pathway and engagement with industry and/or commercial partners (25 per cent)**

Demonstrated through identifying:

1. Strength of commercial partner engagement OR commercialisation pathway with needs from end users.
2. Overview of resources and/or support which partner/s will provide.
3. Evidence of fit for purpose intellectual property (IP) management, include existing intellectual property (IP) or new IP expected to be developed.
4. Team experience in commercialisation accelerator programs or hands-on activities.

## **B2 – Milestones, Timeline and Outcomes**

A milestone is a point in the project where a group of tasks or activities have been undertaken to reach this point. Tangible products generated as part of the project are deliverables. Include in this section a list of the deliverables and their contents (if appropriate) to be produced during the project. Use this table to list specific deliverables agreed upon by the Lead Entrepreneur.

For each milestone listed there should be a corresponding:

- milestone description
- deliverable description
- program measure of success description
- how many months will it take you to reach this milestone.

For the purposes of the AEA Seed, measures of success may include:

- improving the TRL of the project
- increased industry engagement through collaboration, investment, product development Securing IP, Licensing or Patent agreements for the research.
- improved capability and understanding of the commercial opportunities relevant to your field of research.
- enhanced researcher/academic preparedness to explore research projects with identifiable commercial outcomes.
- a spinout/startup or SME (small medium sized enterprises).

## B3 – Business Risk Management

The Risk Management Plan captures business and technical risks identified in the context of the ability to deliver the project, descriptions, and the associated mitigation strategies.

Business risks relate to the market and strategic aspects of commercialisation. They involve uncertainties in market demand, competition, access to people/resources, intellectual property, regulation, pricing, marketing, and sales.

The general description should describe the risk, its likelihood and impact/consequence.

The mitigation strategy for each risk should include an assessment pre-mitigation, an explanation of the mitigation strategy/ies and the assessment of residual risk.

A minimum of 1 and maximum of 3 business risks must be provided.

## B4 – Technical Risk Management

The Risk Management Plan captures business and technical risks identified in the context of the ability to deliver the project. It should include descriptions of the risks and the associated mitigation strategies.

Technical risks relate to the technology or product development and implementation. They involve uncertainties or challenges in research/product development, scalability, or unexpected technical limitations.

The general description should describe the risk, its likelihood and impact/consequence.

The mitigation strategy for each risk should include an assessment pre-mitigation, an explanation of the mitigation strategy/strategies and the assessment of residual risk.

A minimum of 1 and maximum of 3 technical risks must be provided.

## Part C – Budget and Financial Information

### C1 – Are you requesting \$200,000 or more in grant funding for this proposal?





























Answer whether you are requesting \$200 000 or more in AEA funding for this proposal. If yes is selected, the following instruction text will display:

As you are requesting \$200,000 or more in grant funding, you must provide a detailed budget breakdown in at least two phases in question C2 - Project Budget. For further information and an example of how to provide correct phased budget information, please see Part C in the Seed Applicant's Guide. Failure to provide correctly phased budget information may result in ineligibility.

The eligibility criteria related to this question states: *“proposals seeking \$200,000 or more in grant funding must identify and cost at least two phases of work and provide a description in the Budget Explanation of the online RMS application form”*.

The image below shows a correctly phased budget table completed in RMS, for a proposal requesting \$200,000 or more in grant funding. The below example demonstrates how the project has been broken down into at least **two distinct** phases, and every budget line item included in the budget table is attributed to one of these phases.

Example of a correctly phased budget - question C2 of the online RMS application form:

Year 1						
Description		Department of Education	Lead Organisation		Partner Organisation Ignite	
		Cash	Cash	In-kind	Cash	In-kind
Total		251,800	22,500	148,000	8,000	163,500
Personnel	+	73,800		148,000		37,500
PHASE 1: Senior Research Fellow 0.5 FTE	 	24,900	0	0	0	0
PHASE 1: Research Assistant 0.2 FTE	 	8,000	0	0	0	0
PHASE 1: Lead Entrepreneur 0.8 FTE	 	0	0	74,000	0	0
PHASE 2: Senior Research Fellow 0.5 FTE	 	24,900	0	0	0	0
PHASE 2: Research Assistant 0.4 FTE	 	16,000	0	0	0	0
PHASE 2: Lead Entrepreneur 0.8 FTE	 	0	0	74,000	0	0
PHASE 2: Partner Entrepreneur 0.2 FTE	 	0	0	0	0	37,500
Travel - Domestic	+				8,000	
PHASE 1: Site visit	 	0	0	0	8,000	0
Travel - International	+					
Plant & Equipment	+	178,000				
PHASE 1: Consumables and Reagents	 	60,000	0	0	0	0
PHASE 1: Hardware, Components and Consumables	 	58,000	0	0	0	0
PHASE 2: Hardware, Components and Consumables	 	60,000	0	0	0	0
Manufacturing Facilities	+		22,500			126,000
PHASE 1: Manufacturing and Laboratory Access	 	0	0	0	0	63,000
PHASE 1: University Sample Biobank Access and Maintenance	 	0	22,500	0	0	0
PHASE 2: Manufacturing and Laboratory Access	 	0	0	0	0	63,000
Other	+					

## C2 – 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 all participating organisations and entrepreneurs have been added to the online RMS application prior to commencing information in the budget table.

Funding must only be requested for eligible expenditure. Refer to the AEA Seed Program Administrative Guidelines for further information on eligible budget items.

Ensure that the 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, the minimum grant funding is \$50,000 and the maximum grant funding is up to a total of \$500,000.

Do not include GST in your costs.

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
- international expenditure, including travel
- plant & equipment
- manufacturing facilities
- other.

## C3 – 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. Outline separate answers for each organisation.

**If you are requesting more than \$200,000, ensure you have identified at least two phases of work that break the project into distinct steps. In this section include an aggregate cost for each individual phase.**

Please note:

- use the budget categories specified in C2 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.

## C4 – 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. Please note:

- add separate answers for each organisation as required.
- use the budget categories specified in C2 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 – 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. Please note:

- add separate answers for each organisation, as required.
- use the budget categories specified in C2 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 – 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. Please note:

- add separate answers for each organisation, as required.
- use the budget categories specified in C2 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.



## C7 – Has your project previously received, or expect to receive grant funding from any non-AEA sources?

Have you received or expect to receive any grant 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.

## C8 – Previously funded AEA proposals

Have you received AEA funding for this research? If yes, please provide a list of your previously funded projects (e.g. AE23010001) in the text box below.

## C9 – Other AEA proposals

Have you previously applied for AEA funding? If yes, please provide a list of your previous application numbers (AE23010001) in the text box below.

You do not need to provide application numbers from section C8 in this section.

## Part D – Personnel

**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.

### 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 online RMS application:

- 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
- 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 Department of Education 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 Department of Education grant proposals. In this case you will be prevented from participating on a Department of Education grant proposal.
  - Has the participant acknowledged the collection of personal information by the Department of Education?

For the online RMS application form to become valid the participant must acknowledge the collection of personal information within the profile.

**Note:** The phone number, date of birth, country of birth, citizenship, material personal interests, and Indigenous status responses will not be visible to the 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.

**Important:** If an applicant fails to appropriately fill out this information this will not be populated into the online RMS application form and may result in ineligibility.

## D2 – Eligibility – Organisation applicant is engaged with at the commencement of this project

Enter the organisation that you are/will be engaged with at the commencement of your participation in this project. Note that the organisation must be listed in question A3 for this question to validate.

The 'relevant organisation' is the primary organisation that will be supporting your involvement in this project if it is funded.

## D3 – 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.

## D4 – 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).

## D5 – Career Stage

This question will be a drop-down menu where each listed personnel on the proposal can indicate their career stage as it will be at the commencement of the project. Each applicant will need to choose one of the following as their career stage.

- Student (Undergrad/master/PhD/research)
- Research assistant
- Early career researcher
- Mid-career researcher
- Established career researcher

## D6 – 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.

## D7 – 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>.

## D8 – Research Outputs – select up to ten (10) of your most relevant research 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 proposal.

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 proposals. 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.

## D9 – 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).

## D10 – 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](#))?

## D11 – Conflict of Interest (COI)

Do you have any actual, perceived or potential Conflicts of Interest in relation to any aspect of the proposal/ project in accordance with your Institution's conflict of interest policies and procedures?

In accordance with the Seed Program Administrative Guidelines, each individual or organisation named in a proposal must declare any actual, perceived or potential conflict of interest that exists

within and outside Australia, is likely to arise, or does arise in relation to any aspect of the proposal or project to the applicant for inclusion in the proposal.

## D12 – 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 online RMS application 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;*
- *as a participant listed on this proposal, I take significant intellectual responsibility for the conception and implementation of the project and for any strategic decisions required in its pursuit and the communication of results;*
- *I have complied with the AEA Seed Program Guidelines, and the scheme specific Applicant's 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;*
- *I understand my personal information collected in my RMS profile will be visible to staff who have administering role at Department of Education (The Department). The Department may disclose this information where the disclosure is permitted under the Privacy Act 1988, or where the disclosure is required by law, for example, under the Freedom of Information Act 1982. The Department may also use the information for the purpose of evaluating the program;*

- *I have secured agreement from my organisation that it fully supports the project and will contribute the resources (cash and in-kind) as committed to in the proposal;*
- *I have secured agreement from my organisation that it has and will comply with the AEA Seed Program Guidelines, and if the proposal is successful, my organisation agrees to abide by the relevant Conditions of Grant including the requirement to enter arrangements for intellectual property;*
- *I have secured agreement from my organisation that the project will not be permitted to commence until, where required, there is an ethics plan in place to ensure that the appropriate clearances or other statutory requirements will be met before the part(s) of the project that require those clearances commence.*

## D13 – Certification by Lead Organisation

The Lead Organisation is required to provide certification of all relevant clauses. This certification will only appear to Lead Organisation Delegates once the form has been submitted to the Lead Organisation by the Lead Entrepreneur. This certification will not appear in the online RMS application form.

The online RMS application form will not validate if 'No' is selected.

By selecting 'Yes', the Lead Organisation representative agrees to the following statements regarding their proposal:

- *I have read, understood and complied with the AEA Seed Program Guidelines (2023 edition), and, to the best of my knowledge, all details provided in this proposal and in any supporting documentation are true and complete in accordance with the grant guidelines;*
- *proper enquiries have been made and I am satisfied that all the participants and the organisations listed in this proposal meet the requirements specified in the AEA Seed Program Guidelines. The Department of Education (the department) reserves the right to audit any evidence on which an proposal is based. I will notify the department if there are changes to any named participant or organisation after the submission of this proposal;*
- *the listed participants are responsible for the authorship and intellectual content of this proposal and have appropriately cited sources and acknowledged significant contributions to this proposal;*
- *to the best of my knowledge, all material personal and financial interests and Conflicts of Interest relating to parties involved in or associated with this proposal have been disclosed to the Lead Organisation, and, if the proposal is successful, I agree to manage all Conflicts of Interest relating to this proposal in accordance with the Australian Code for the Responsible Conduct of Research (2018), the department's Conflict of Interest and Confidentiality Policy located on the department's website and any relevant successor documents;*
- *I understand that I am responsible for undertaking thorough due diligence to ensure that all commitments and contributions from all participating organisations (Collaborating Organisations and Partner Organisations) will be fully committed to as outlined in the proposal. Failure to secure all commitments and contributions made by all participating organisations may impact an offer for grant in the event the proposal is successful;*

- *I have obtained the agreement, attested to by written evidence, of all the relevant persons and organisations necessary to allow the project to proceed. This written evidence has been retained and will be provided to the department if requested;*
- *I understand that I am responsible for undertaking thorough due diligence to ensure that all participating organisations (Collaborating Organisations and Partner Organisations) and persons involved in the project are NOT listed under Australian sanctions laws (<https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list>), nor the China Defence Universities Tracker (<https://unitracker.aspi.org.au/>), and are NOT persons and entities designated as terrorists ([https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dfat.gov.au%2Fsites%2Fdefault%2Ffiles%2Fregulation8\\_consolidated.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dfat.gov.au%2Fsites%2Fdefault%2Ffiles%2Fregulation8_consolidated.xlsx&wdOrigin=BROWSELINK)).*
- *I understand that I am responsible for undertaking thorough due diligence to ensure that all participating organisations (Collaborating Organisations and Partner Organisations) comply with the Workplace Gender Equality Act 2021 (Cth) (<https://www.wgea.gov.au/reporting-guide/ge/program-overview>), and they are NOT institutions that are unable to participate in the National Redress Scheme (<https://www.nationalredress.gov.au/institutions/institutions-unable-join>).*
- *this proposal complies with the eligible research requirements set out in the AEA Seed Program Administrative Guidelines (2023 edition), located on the department's website.*



## Part E – Partner Organisation

Partner organisations are auto-populated from question A3.

### E1 – Partner Organisation ABN

Provide each Partner Organisation’s Australian Business Number (ABN). If you do not know your Partner Organisation’s ABN please use the [ABN Lookup \(Business.gov.au\)](https://www.business.gov.au/abn-lookup) to find the relevant ABN. In AEA Seed all listed Partner Organisation must provide a valid ABN.

### E2 – Partner Organisation Declaration (POD)

**Upload a single Partner Organisation Declaration Form for each listed Partner Organisation.**

Each letter (1 page minimum, 2 page maximum) should be prepared in accordance with the Partner Organisation Declaration (POD) template.

Copy and paste the template below onto the Partner Organisation letterhead and provide the information required in the template. Ensure that the Partner Organisation Declaration is signed by the Partner Organisation's authorised representative.

**Partner Organisation Declaration Form (as available in the Seed Program Administrative Guidelines):**

To whom it may concern

I am writing on behalf of *[Partner Organisation]* to provide our support for the funding proposal: *[AEA Seed Application Number]* *[AEA Seed Project Title]*.

*[Please use up to two pages to provide the details of:*

- the Partner Organisation*
- an overview of how the Partner Organisation will work with the other participating organisation/s to successfully complete the project*
- an outline of the relevant experience and/or expertise the Partner Organisation will bring to the project]*

Total partner contributions over the Project funding term are listed below and are consistent with the total contributions listed in the proposal:

Contribution Type	Amount
Cash (\$AUD) for grant period	\$
FTE (to two decimal points) for funding term (in-kind)	
FTE (\$AUD) for funding term (in-kind)	\$
Non-staff in-kind (\$AUD) for funding term	\$

## Declaration

On behalf of *[insert Partner Organisation]* I declare that, should this proposal be successful, the Partner Organisation:

- Is aware of the requirements related to Partner Organisations under the AEA Seed 2023 Program Administrative Guidelines.
- Will support and actively participate in the proposed AEA Seed project.
- Will contribute the staff, funds and other resources indicated in the proposal and has obtained, or will obtain, the necessary authorisations to do so.
- Confirms that cash contributions are not sourced from Commonwealth Government funds for the purposes of research, including the Research and Development Tax Incentive (R&D Tax Incentive or R&DTI).
- Will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.
- Information contained in this proposal, together with any statement provided, is to the best of my knowledge, true, accurate and complete. I also understand that the giving of false or misleading information is a serious offence.
- Acknowledges that if the department is satisfied that any statement made in a proposal is incorrect, incomplete, false or misleading, the department may, at its absolute discretion, take appropriate action.
- Understands that they may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including State and Territory government agencies, about the Lead Organisation's claims and may also engage external technical or financial advisers to advise on information provided in this form and the proposal.
- Provides consent to be contacted by the department to discuss the particulars of the partner's commitment to the proposed Seed project
- Approves of the information in this form being communicated to the department in electronic form.

## Signing

By signing below, I agree that I am authorised to sign and submit this declaration on behalf of the Partner Organisation and confirm all of the above statements to be true.

<b>Partner (organisation name):</b>	
<b>Partner ABN/ACN:</b>	
<b>Authorised representative (name):</b>	
<b>Position/role:</b>	

Phone:	
Email:	
Signature:	
Date:	

### E3 – Partner Organisation’s ASIC documentation

Upload a single ASIC document per listed Partner Organisation. Each upload (minimum 2 page, maximum 10 page) should describe the nature of the organisation’s structure and ownership and include:

- current and historical company information
- roles and relationship extract
- capitalisation (CAP) table for each partner organisation

## 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](mailto:accelerator@education.gov.au) for further advice in queries cannot be answered by the Program Guidelines, Applicants Guide, or Frequently Asked Questions.