



Australian Government



Centre for
**Australia
India**
Relations

Centre for Australia-India Relations Maitri Research Grants Grant Opportunity

Opening date:	14 02 2024
Closing date and time:	9.00 AEST on 26 03 2024
Commonwealth policy entity:	Department of Foreign Affairs and Trade
Administering entity:	Centre for Australia-India Relations
Enquiries:	If you have any questions, contact maitrigrants@dfat.gov.au. Questions should be sent no later than 29 02 2024.
Date guidelines released:	09 02 2024
Type of grant opportunity:	Open competitive

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1. Maitri Research Grants grant opportunity processes

The Maitri Research Grants grant opportunity is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Department of Foreign Affairs and Trade's Outcome 1.6. The administering entity, Centre for Australia-India Relations (Centre) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form on [SmartyGrants](#) and address all the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants. General feedback on the rounds applications is provided to all applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress, and making payments.



Evaluation of the Maitri Research Grant Opportunity

We evaluate your specific grant activity and the Maitri Research grant opportunity, as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Maitri Research grant opportunity grants.

You must read these guidelines before filling out an application.

This document sets out:

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

This grant opportunity and process will be administered by the Centre for Australia-India Relations (Centre).

2. About the Maitri programs

In May 2023, the Australian Government launched the Centre for Australia-India Relations (the Centre) to lift Australia's collective understanding and awareness of India (Portfolio Budget Statement Program 1.6).

The Centre's mission is to promote and coordinate enhanced co-operation and exchange between Australia and India. The Centre will do this by lifting contemporary India literacy and capability in Australia while deepening cultural understanding. The Centre will achieve this by harnessing the expertise of India diaspora networks in Australia and elevating public discourse focusing on four complementary pillars:

1. Promoting policy dialogue
2. Building India business literacy and links
3. Engaging Australia's Indian diaspora communities to support the bilateral relationship
4. Deepening cultural connections and understanding

A key activity of the Centre is the design and administration of the Maitri ("friendship" in Sanskrit) Programs (programs), a suite of grant opportunities to deepen our business, education, cultural and policy links, including scholarships, fellowships, research, and cultural partnerships grants.

The Centre administers the programs according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)¹.

2.1 About the Maitri Research Grants grant opportunity

Appreciation of the India business opportunity remains underdeveloped in Australia, as does an appreciation of the new modalities of doing business that will succeed with India. Moving beyond the traditional buyer-seller mould, new opportunities exist for: co-investment in Australia and India, commercialised knowledge sharing and joint efforts to capture value chains and target markets in Australia, India and third markets. There are also immense opportunities to commercialise Australian research and IP with Indian partners.

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

Demystifying contemporary India, investigating new forms of business partnerships between Australia and India, making entering the India market more accessible and visible, and ensuring Australian businesses can make the most of the opportunities under the Australia-India Economic Cooperation and Trade Agreement (ECTA) are core priorities for the Centre for Australia-India Relations.

The grants will fund research describing opportunities and challenges of navigating Indian markets and highlighting the successful strategies deployed by businesses and other entities to facilitate commercial success. Grants will also support the creative and effective dissemination of knowledge created to Australian businesses and other relevant parties.

Funding will be delivered under two streams:

1. Research into new forms of industrial collaboration with India

This funding stream will target investigation into new forms of industrial collaboration between Australia and India that move beyond traditional importer-exporter and buyer-seller moulds. Opportunities exist for Australian companies to partner with Indian peers to access new Indian markets, target international value chains, or sell to third markets from either India or Australia based on inputs from both countries. Successful projects funded under this stream will investigate opportunities in one or more² Maitri Research Grants Round 1 priority areas (priority areas), developing an understanding of market opportunities for Australian businesses in India, and may explore similar business strategies deployed by businesses in Australia or globally to achieve success in India.

Knowledge produced in this stream should be useful for Australian businesses, and projects that propose to disseminate research innovatively will be favourably assessed. This could include production and dissemination of case studies, websites or online media, lectures and presentations, or engagement with businesses and Australian entities that stand to benefit from research output.

2. Accelerated commercialisation of research through innovative investment models

This funding stream will see Australian research bodies, academics and/or business groups, partner with Indian counterparts or experts to investigate Australian technological capabilities of interest to the Indian market and outline pathways for how these can be commercialised to respond to an Indian market opportunity, in one of the priority areas.

Successful projects funded under this stream will identify technological capabilities, IP, research, and other knowledge held in Australia (across universities, SMEs, businesses) and identify pathways for the successful commercialisation of this knowledge in India.

Partnerships with an India based organisation, or an Australia based Indian diaspora SME / expert will be looked on favourably. Applicants are also encouraged to work with an Australian commercial entity including SMEs.

Knowledge produced in this stream should be useful for Australian research organisations or IP holders and their potential partners, and projects that propose to disseminate research innovatively will be favourably assessed. This could include production and dissemination of case studies, websites or online media, lectures and presentations or engagement with businesses and Australian entities that stand to benefit from research output.

² See glossary for the priority areas of this grant round.

The objectives of the grants are:

- Support outstanding researchers to produce excellent India business research in priority areas,
- Support excellent and innovative quantitative and qualitative research that investigates new strategies for Australian companies to engage commercially with India in a global market, based on emerging opportunities or previous successes,
- Addresses previously identified challenges faced by business in engaging with India to harness global business opportunities, and
- Foster national and international research collaboration and represents value for money.

The intended outcomes of the grants are:

- Government, industry, and researchers will develop relevant India knowledge and/or capability through partnerships or participation in research projects,
- Complement and add to existing market intelligence on navigating Indian collaboration and international value chains, and
- Impactful contributions to disseminate Indian business knowledge and awareness of opportunities in the wider Australian business community beyond the life of the program.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$20 million between 2022-26 for the Maitri Programs.

For the Maitri Research Grants grant opportunity, \$1,250,000 is available in the financial year 2023-24.

The grant opportunity will run from February 2024 to May 2024.

- There is no minimum grant amount.
- The maximum grant amount is \$300,000.

Co-contributions from the applicant or joint consortium to deliver the projects, either monetary or in-kind will be looked on favourably. Please note, supplementing the proposed project budget with other grant funding is not encouraged. That is, the same project cannot be grant funded twice. This means if an applicant's project is successful in both this Maitri round and another grant opportunity, they must decide which grant funding to accept.

3.2 Grant period

The maximum period of this grant is 12 months.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. Additionally, we cannot provide a grant if you receive funding from another government source for the same grant activities.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN),

- be registered for the purposes of GST, if required by the Australian Tax Office,
- have an account with an Australian financial institution,
- be located in Australia, and
- not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted, or warrants, the termination of an agreement.

And be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation³
- a registered charity or not-for-profit organisation
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an individual
- overseas resident/organisation
- any organisation not included in section 4.1

4.3 What qualifications, skills or checks are required?

The Centre expects (but does not mandate) that projects are led by a researcher/s who hold a research qualification equivalent to the level 9 or 10 criteria of the [Australian Qualifications Framework \(AQF\) Second Edition January 2013](#), or have equivalent research experience.

5. What the grant money can be used for

5.1 Eligible grant activities

The Maitri Research Grants support grant activities that meet the definition of 'research' in the Glossary.

You can only spend the grant monies on eligible expenditure items that directly support the project.

³ The Australian Government recognises that some organisations may seek to form consortia to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

5.2 Eligible locations

Your grant can include activities at different locations in Australia and India.

5.3 Eligible expenditure

Eligible expenditure items may include:

- Salary stipend for primary researcher, including on costs at 20%
- Expert services of a third party if the services are directly related to and essential for the project, such services include but are not limited to:
 - Language translation services, transcribing services
 - Purchase of bibliographic or archival material (electronic or hard copy)
 - Data collection and analysis services
- Travel costs essential to the project, including:
 - economy class international flights
 - up to 4-star accommodation
 - economy class in-country travel
 - per diems
- Workshops, round tables, focus groups, conferences, and/or other events directly related to the project
- Innovative publication and dissemination of project research outputs and outreach activities, which might include:
 - journal articles
 - visual reports
 - brochures, pamphlets, or handbooks
 - websites or online media
 - presentations or lectures
 - other engagement with businesses and Australian parties that stand to benefit from research output.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- research activities, infrastructure, or projects previously funded or currently being funded through any other Commonwealth grant
- basic facilities that must be provided by you, such as
 - access to basic library collections (digital or hard copy)
 - work accommodation, for example, office or meeting space suitably equipped and furnished

- computer facilities and infrastructure, such as desktop computers or portable computer devices, printers, word processing, internet access or other software
- purchase of land, research facilities or equipment
- capital expenditure/works to any degree
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent, and
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

6. The assessment criteria

You must address all the following assessment criteria in the application in plain English.

All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes text limits of 600 words per criteria.

We will only award funding to applications that score highly against all assessment criteria.

Criterion 1 – Project quality and innovation

Describe the research project, including identifying the funding stream (refer to 2.1) and priority area for research.

You should demonstrate this through:

- clarity of the research question/s; and
- cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses); and
- extent to which the research will be cost-effective and represents value for money; and
- the extent to how innovative approaches are used to disseminate the research findings to interested parties; and
- evidence that the research will be presented in an engaging manner for a time-poor, tech-savvy audience; and
- projects which are evidence based and data supported will be looked on favourably.

Criterion 2 – Benefits and impacts of the project

Describe the potential benefits addressing all the following dot points:

- new or advanced knowledge resulting from outcomes of the research; and
- economic, commercial, environmental, social and/or cultural benefits for Australia and India communities; and
- potential contribution to capacity in the applicant's chosen priority area.

you should demonstrate this through:

- extent of the potential research commercialisation benefit of the project. The benefit can be direct and immediate, or it can be indirect, gradual, and considered; and
- extent of the project's potential to lead to achievable and effective contributions to Indian knowledge in the wider Australian business community, beyond the life of the project; and
- extent that government, industry, and researchers will develop relevant Indian knowledge and/or capability through partnerships and/or participation in the project.

Criterion 3 – Applicant and Partner organisation's relevant experience

Demonstrate all relevant research experience of the applicant and other relevant industry or research experience of the partner organisations.

You should demonstrate this through:

- record of high-quality research outputs appropriate to the Applicant's chosen priority area; and
- capability of the investigator or team to build collaborations both within Australia and internationally; and
- extent of risk to delivery imposed by level of relevant experience from the applicant and partner organisations.

7. How to apply

Before applying, you must read and understand these guidelines and the sample grant agreement.

These documents may be found at [GrantConnect](#). Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online grant opportunity application form on [SmartyGrants](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to [SmartyGrants](#) by 26 March 2024 at 9.00 AEST.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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

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

You should keep a copy of your application and any supporting documents.

⁴ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

We will acknowledge that we have received your application within three working days.
If you need further guidance around the application process or if you are unable to submit an application online contact us at maitrigrants@dfat.gov.au.

7.1 Attachments to the application

We require the following documents with your application:

- an indicative budget
- a risk management plan

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

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

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must apply between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	26 March to 22 April 2024
Approval of outcomes of selection process	23 April to 3 May 2024
Negotiations and award of grant agreements	4 May to 17 May 2024
Notification to unsuccessful applicants	18 May to 31 May 2024
Earliest start date of grant activities	June 2024
End date of grant activity or agreement	Per grant agreement

7.4 Questions during the application process

If you have any questions during the application period, contact maitrigrants@dfat.gov.au.

The Centre will respond to emailed questions as soon as practicable. Answers to frequently asked questions will also be posted on [GrantConnect](#).

8. The grant selection process

8.1 Assessment of grant applications

We review your application against the eligibility criteria listed in Section 4. Only eligible applications will move to the next stage.

We consider eligible applications through an open competitive grant process.

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

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.⁵

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
 - identified geographical priority for this round is to aim for an even distribution across the jurisdictions
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
- How the grant activities will target groups or individuals.

8.2 Who will assess applications?

An assessment team made up of staff from the Centre will assess each application on its merit and compare it to other eligible applications. The applications will be scored and ranked with the top 15% considered by an Assessment Committee for funding.

The Assessment Committee will include the Program Delegate and Maitri Program Director (Chairperson). Other management staff from the Centre, including the Grant Round Manager and an expert business advisor identified through the Centre's Advisory Board, may be present.

All Commonwealth Officials will be required to perform their duties in accordance with the CGRGs. **Non-Commonwealth officials involved in assessment and selection processes will also be required to perform their duties in accordance with the CGRGs**

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as

⁵ See glossary for an explanation of 'value with relevant money'.

referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

8.3 Who will approve grants?

The Program Delegate for the Maitri Programs is the Chief Executive Officer (CEO) of the Centre for Australia-India Relations (First Assistant Secretary equivalent financial delegations).

The Program Delegate decides which grants to approve considering the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Program Delegate's decision is final in all matters, including:

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

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

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will advise you in writing.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

Due to the expected large volume of applications, the Centre will collate general feedback on the round and provide this in an email to all applicants.

10. Successful grant applications

10.1 The grant agreement

If successful and prior to receiving funding, you must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement in this program. The agreement has general terms and conditions that cannot be changed.

We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Maitri Research Grant, grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the agreement.

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

Standard Grant Agreement

We will use a standard grant agreement.

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

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

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

10.2 Specific legislation, policies, and industry standards

You are required to be compliant with all relevant laws and regulations of Australia and/or India and the relevant jurisdiction or state, respectively.

The Centre and DFAT do not tolerate exploitation, abuse, or harassment.

This applies within DFAT and extends to our partners. Grant recipients must read and adhere to DFAT's Child Protection Policy and Preventing Sexual Exploitation, Abuse and Harassment Policy (PSEAH), which set out expectations in relation to appropriate behaviours, and reporting requirements.

DFAT takes all allegations and reported incidents of exploitation, abuse, and harassment seriously.

DFAT Media Engagement Policy

Successful grantees must adhere to DFAT's Media Engagement Policy 2022.

The policy sets out guidance around promoting your activity, acknowledging DFAT and Centre in promotions and engagements and coordinating and agreeing on social and other media outreach and expected standards. Details about a grantee's obligations under the policy will be included in the grant agreement.

10.3 How we pay the grant

The grant agreement will state the add or delete as required:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party

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

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.

10.4 Grants Payments and GST

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek

assistance from the [Australian Taxation Office](#).⁶ We do not provide advice on your taxation circumstances.

11. Announcement of grants

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

The Foreign Minister may wish to announce your project as an outcome of the grant round. This is likely to be in the form of a media release and social media posts.

Once the Centre enter grant agreement negotiations and till there is an official announcement from the Foreign Minister, your status/success in the grant round must remain confidential. We will work with you during this phase to ensure approval of images and information being published is obtained from you.

If publicising, the Centre will seek agreement to publicise the following information:

- Names or successful researchers and their institution/organisation
- Description of the researchers and institution/organisation experience and background
- Relevant events and products that the researcher and institution/organisation are involved in
- The amount of the funding awarded
- Photographs of the researchers, provided by the researchers or taken by the Centre or DFAT

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your [grant activity or project/services] or organisation.

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

You must also inform us of any changes to your:

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

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

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

12.2 Reporting

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

⁶ <https://www.ato.gov.au/>

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

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

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information, or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- detail any developing risks or issues which may impact the delivery of the project
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities)

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

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

Ad-hoc reports

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

Research report

When you complete the project, you must submit a research report.

Research reports must:

- follow the formal research structure of introduction, method/s, results, discussion, and conclusions/recommendations
- be submitted within 30 days of completion in the format provided in the grant agreement.

Final report

When you complete the project, you must submit a final report.

Final reports must:

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

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

The Centre may accept the financial acquittal report integrated into the Final report to reduce the administration requirements. This is to be agreed and specified in the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by emailing maitrigrants@dfat.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

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

12.7 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

Grant recipients will be required to follow the Centre's Branding and Acknowledgement Guidelines: A Guide for Grant Recipients; which can be found on [SmartyGrants](#).

13. Probity

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

These guidelines may be changed from time-to-time by the Centre for Australia-India Relations. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

Section 9.1 provides information about feedback on grant applications.

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

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

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

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

We publish our conflict-of-interest policy on the [DFAT website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

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

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

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

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

13.4 Confidential Information

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

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

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

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

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

- the Centre and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor, and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research, or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

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

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: The Director, Freedom of Information and Privacy Law Section
 Legal Division
 Department of Foreign Affairs and Trade

R.G. Casey Building, John McEwen Crescent
BARTON ACT 0221

By email: foi@dfat.gov.au

14. Consultation

An intergovernmental consultation process was conducted to engage with Australian Research Council, Department of Industry, Resources and Innovation, CSIRO, and Austrade to assure research aspects of design and deconflict programs.

The design concept was also shared internally to relevant areas of Department of Foreign Affairs and Trade and India Posts.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who decides to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: - under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and - which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

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

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

Term	Definition
Maitri Research Grants Round 1 priority areas / priority areas	For the purposes of these grant guidelines, the priority areas are: • Space • Defence • Renewable Energy • Energy Transition • Mobility • Critical Technologies (including semiconductors) • Agribusiness • Critical Minerals • Sustainable mining • Advanced Manufacturing
PBS Program	described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise several lower levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Research	for the purposes of these grant guidelines, the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions, and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. This definition of research is consistent with a broad notion of research and experimental development comprising “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge” OECD (2015), Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development (p.378).
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
value with relevant money	value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history