# AIATSIS

# Indigenous Research Exchange

## 2020-21 GRANT PROGRAM GUIDELINES

## Indigenous Research Exchange Grant Funding Opportunities

The Indigenous Research Exchange Grant Program is designed to increase Aboriginal and Torres Strait Islander led projects to contribute to the evidence base for decision making by communities and government.

### The Indigenous Research Exchange administers two grant funding opportunities

The Open Round is a competitive round for all eligible organisations to apply. The Targeted Round is for eligible organisations who are invited to apply for funding that addresses a particular topic. Grant opportunities are published on the AIATSIS website.

### To complete an application for a grant opportunity

| For the annual open round you follow the application link and fill out the form for the Open Round. | For the targeted round you follow the application link and fill out the form for the Targeted Round. |
|---|---|

### We assess all grant applications for eligibility and compliance

We assess the application against the eligibility criteria and ensure you have completed all the requirements of the application. We will notify you if you are not eligible.

### External assessment for eligible applications

A panel of external expert assessors rate applications against each of the selection criteria, including an overall consideration of value for money and other applications, and makes recommendations to the AIATSIS CEO as to which grants should be funded, including any conditions that should be placed on the grant.

### Grant decisions are made

The AIATSIS CEO decides which grant applications are successful and the amount of grant funding to be provided, taking into account recommendations from the panel of experts.

### We notify you of the outcome

We advise you if your application was successful or not. We may not notify unsuccessful applicants until successful applicants are publicly announced.

### We enter into a grant funding agreement

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

### Delivery of project

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 milestone payments.

### Monitoring and evaluation of the research project

We monitor and evaluate the report on outcomes and deliverables of the research project.
The Indigenous Research Exchange team will use information you provide to us through your reports to inform the evaluation.

# 2020-21
## Indigenous Research Exchange Grant Funding Round Schedule

### 07 September 2020
Open grant round opens

### 30 October 2020
Open grant round closes

### 25 November 2020
Application assessment complete

### 15 December 2020
Notice to successful and unsuccessful applicants

### On or before 6 April 2021
Negotiation and signing of grant agreements

## PROJECT COMMENCEMENT

# 1.

## Introduction

### 1.1  About the Australian Institute of Aboriginal and Torres Strait Islander Studies

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) is an independent statutory authority created by the *Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989*. AIATSIS is a world renowned research, collections and publishing organisation and for fifty five years we have occupied a unique place at the nexus between the academic and cultural sectors, government, and Indigenous communities. We promote knowledge and understanding of Aboriginal and Torres Strait Islander peoples and work towards a world in which Aboriginal and Torres Strait Islander knowledge and cultures are recognised, respected, celebrated and valued. To achieve this AIATSIS:

- shares the stories of Aboriginal and Torres Strait Islander individuals, families and communities

- creates opportunities for people to encounter, engage with and be transformed by these stories

- supports and facilitates Aboriginal and Torres Strait Islander cultural resurgence

- shapes our national narrative.

AIATSIS is a custodian of the world's largest and best contextualised collection of Aboriginal and Torres Strait Islander cultural heritage. In partnership with Aboriginal and Torres Strait Islander communities and other stakeholders we continue to build and develop an accessible collection, including leveraging off digital and technological innovations.

In partnership with Aboriginal and Torres Strait Islander peoples, AIATSIS leads in Aboriginal and Torres Strait Islander research, ethical standards in research, publishing, and management and use of collections of Aboriginal and Torres Strait Islander

knowledge and cultural heritage. AIATSIS provides advice to governments and others, on the status of Aboriginal and Torres Strait Islander cultures and heritage held within AIATSIS and in areas that enhance understanding and the applications of Aboriginal and Torres Strait Islander peoples' cultures and heritage.

### 1.2  About the Indigenous Research Exchange

AIATSIS is committed to ensuring greater involvement of Aboriginal and Torres Strait Islander peoples in setting research priorities, leading research projects and determining the appropriate collection and use of data about communities. Moreover, there is currently an abundance of data and research that is not accessible nor translatable for use by Aboriginal and Torres Strait Islander peoples.

Reports relating to Indigenous Affairs have highlighted the need for better use of evidence to inform policy and program design and implementation and to work with Aboriginal and Torres Strait Islander peoples to identify priorities and design solutions

In February 2017, the Prime Minister announced a whole-of-government research and evaluation strategy for policies and programs affecting Aboriginal and Torres Strait Islander peoples in the 9th Closing the Gap Statement.

As part of this announcement, the Australian Government provisioned $10 million over three years for the establishment of an Indigenous Research Fund. AIATSIS will administer the Fund through the Indigenous Research Exchange (the Exchange).

Providing grant opportunities is the central pillar of the Exchange. The Grant Program will:

- support high quality impactful Indigenous led research

- improve the accessibility and availability of quality robust research and evidence based solutions

- support organisations (outside of research bodies) to participate in research activities that will have relevance and impact beyond the community and project

While AIATSIS is not bound by the Commonwealth Grants Rules and Guidelines (CGRGs), the grant program will be undertaken according to the principles of the CGRG and aspire to best practice in research grant administration.

# 2.

# The Indigenous Research Exchange Grants

## 2.1  Program outcome

The intended outcome of the Indigenous Research Exchange Grants Program is to build the evidence base to support Aboriginal and Torres Strait Islander decision making and policy design through system changing and impact driven projects led by Aboriginal and Torres Strait Islander peoples.

## 2.2  Program objectives

AIATSIS will ensure that the Grant Program outcome is met by funding a diverse range of research projects that contribute towards the following Program objectives:

- All projects funded by the program will have strong Indigenous leadership.

- The projects will represent the highest quality in approach and ethics.

- Funded projects will have relevance and impact beyond the community or project.

- Outputs of the projects will be translated into forms that is accessible by Aboriginal and Torres Strait Islander peoples and policy makers to inform decision making.

- Outputs of the projects will add to the evidence and data available to Aboriginal and Torres Strait Islander peoples and policy makers in accordance

with the highest standards for recognition and protection of Indigenous cultural and intellectual property.

- Projects that also align with the Closing the Gap 2020 targets will be highly regarded. Full report here https://ctgreport.niaa.gov.au/sites/default/files/pdf/closing-the-gap-report-2020.pdf

## 2.3  2020-21 Grants Program Priorities

The Indigenous Research Exchange Advisory Board (the Advisory Board) provides strategic guidance to the Grants Program and ensures the outcomes and objectives are achieved. Each funding year the Advisory Board will establish priorities for the Program based on engagement with Aboriginal and Torres Strait Islanders peoples.

Funding will only be provided to projects that are consistent with the published priorities for the particular year of funding or targeted round.

For projects commencing 2020-21, the program funding priorities are:

**Research theme 1:**
**Valuing Indigenous knowledge and methods**

This theme explores the need for systematic change in how the Australian society can better respect and appropriately utilise Indigenous knowledge systems and operating patterns; and thereby inform our understanding of institutions and structures. Topics under this theme could include:

- the nature and importance of Indigenous ways of knowing and being – insights and approaches – related to governance, business and community service
- the contribution that Indigenous knowledge and intelligence can make to scientific research and to our understanding of the Australian environment

**Research theme 2: Cultural resurgence and resilience**

Governments continue to struggle with how to measure cultural indicators of wellbeing and to

understand the centrality of cultural strength to the enjoyment and fulfilment of life; yet this link is self-evident for Aboriginal and Torres Strait Islander peoples. Topics under this theme could include:

- examining the correlation between cultural strength and individual and community resilience and success, for example in the areas of health, education and employment, as well as engagement with the criminal justice system, and social and political participation
- contemporary expressions of Indigenous identity and how Aboriginal and Torres Strait Islander lives might change over time
- capturing innovation and world leading  of best practice programs in cultural revitalisation

**Research theme 3:  Indigenous governance and prosperity**

The continued emergence of Aboriginal and Torres Strait Islander peoples in the governance of their traditional territories provides an opportunity for innovation in regional and local governance; while notions of Indigenous nationhood and relationships with the state continue to challenge our understanding of a reconciled Australia. Topics under this theme could include:

- the economic, social and cultural benefits that could be derived from effective governance arrangements coupled with ideas around regional autonomy
- realising the potential of Indigenous held land and waters, including models of Indigenous-led development and multi-faceted conceptions of wealth
- the potential contribution of treaties or agreements to social fabric and economic security

**Research theme 4: Rethinking engagement with governments**

Involving Aboriginal and Torres Strait Islander people in making decisions affecting their lives and communities is central to real engagement. The challenge remains for governments to better grasp place-based knowledge to inform engagement strategies with Aboriginal and Torres Strait Islander peoples in order to improve the development of policies and service provision and at the same time understanding when to step out of the way and

allow communities to drive local solutions.  Topics under this theme could include:

- examination of best practice co-design principles for Indigenous research and evaluation, government policy-making, and economic and social investment
- examples of community action on complex social issues that in turn builds local capabilities and confidence
- models of local priority setting and strategic planning leading to investment and creative partnerships

**Research theme 5: Opportunities provided by technological change**

The advances and expansion of technological systems and modes offers challenges to all communities but also invites significant opportunities to be accessed by Aboriginal and Torres Strait Islander peoples, businesses and nation groups.  Topics under this theme could include:

- the impact of technology, including knowledge management systems, to support the social, cultural and economic aspirations of Indigenous peoples
- expression of design principles for information and communication technology systems that support Indigenous users, including those in remote communities
- Innovative use of existing data and archival material to shed light on contemporary issues and ideas, including creative expressions

## 2.4  Grant Opportunities

The total funds available for project grants commencing in 2020-21 through the Indigenous Research Exchange Grants is up to $2,000,000.

Individual grants will be awarded up to $200,000. In the 2020-21 round, only single year projects will be considered.

To receive news about the Indigenous Research Exchange including grant opportunities subscribe to the AIATSIS newsletter here https://aiatsis.gov.au/form/subscribe

Funding under the Grants Program will be distributed through two grant opportunities:

### 2.4.1 Open competitive grant opportunity

Participation in the open competitive grant opportunity is available to organisations that meet the eligibility criteria in **Section 3.**

The 2020-21 Open Round will open on 07 September 2020. Funding agreements for projects commencing     2020-21 will be executed on or before
6 April 2021. **No late applications will be considered.**

**Table 1:** Expected timing for this grant opportunity

| Activity | Timeframe |
|---|---|
| Application period | **Opens:** 9am AEST, 07/09/2020  **Closes:** 11.59pm AEST, 30/10/2020 |
| Assessment of applications | 4-6 weeks |
| Approval of outcomes of selection process | 2-4 weeks |
| Research Ethics Committee Review | Up to 12 weeks |
| Negotiations and award of grant agreements | 4-6 weeks |
| Notification to unsuccessful applicants | 1 week |
| Earliest start date of grant activity or agreement | April 2021 |
| End date of grant activity or agreement | To be negotiated |

To apply for funding you will need to complete and submit a SmartyGrants online application that can be found using the following link: https://AIATSIS.smartygrants.com.au/2020-21Exchangeopenround

### 2.4.2 Targeted Round grant opportunity

Participation in the Targeted Round grant opportunity is by invitation only from the Indigenous Research Exchange and is available to organisations that meet the eligibility criteria is **section 3.2**.

If your organisation receives an invitation to apply for this grant opportunity, you will need to complete and submit a SmartyGrants online application form. A link to the application form will be included in your invitation.

# 3.

## Grant eligibility criteria

### 3.1  Who should consider this grant opportunity

The Exchange welcomes applications from organisations who wish to undertake projects that align with one or more of the 2020-21 Grants Program Priorities (2.3) established by the Indigenous Research Exchange Advisory Board. Note that individuals must apply through an eligible organisation (see 3.2 below).

There is no requirement for formal research qualifications but you must demonstrate in your application that you have the ability to carry out the project described and present a clear outline of what you want to do.

It is a criterion of the Grant Program that funding can only be used to support and commission projects led by Aboriginal and Torres Strait Islander peoples. As such, local Aboriginal and Torres Strait Islander community organisations are encouraged to apply for funding themselves or in partnership with other organisations or institutions.

Aboriginal and Torres Strait Islander researchers and projects with strong Indigenous governance are also encouraged to apply.

## 3.2 Who is eligible to apply for a grant?

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

To be eligible you must:

- have an Australian Business Number (ABN) or Indigenous Business Number (IBN)

- be registered for the purposes of GST if required by the Australian Tax Office
- hold an account with an Australian financial Institution
- have no outstanding reports, acquittals or serious breaches relating to any Australian Government funding (a serious breach might be one that has resulted in termination of a grant agreement).
- not be bankrupt or subject to insolvency proceedings.
- be one of the following of the entity types:
  o an organisation established through specific Commonwealth or State or Territory legislation
  o a company incorporated in Australia
  o a company limited by guarantee
  o an incorporated association
  o a not-for-profit organisation
  o a joint (consortia) application with a lead organisation– refer to Section 7.3
  o a publicly funded research organisation

Individuals or unincorporated associations must apply through an eligible organisation that agrees to manage the funding and take responsibility for the project for you (see 3.2.1 below).

### 3.2.1 Application through an eligible auspice body

If you are not an eligible organisation then you must arrange for a legal entity that meets the eligibility criteria in section **3.2** to auspice your application. By doing so, you are agreeing to conduct all of the

activities for the project with the support and approval of the auspice body.

Your auspice body will need to enter into a legally binding grant agreement with AIATSIS. They will be responsible for meeting the obligations set out in the grant agreement which includes managing financial reports and acquitting the funding on your behalf.

### 3.2.2 Joint (consortia) applications

Some organisations may apply as a group so that they can work together to deliver the project.

In this case, you must appoint a lead organisation. Only a lead organisation can submit the application and enter into a grant agreement with AIATSIS. 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, including whether the lead organisation is an Aboriginal and/or Torres Strait Islander 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 project.
- 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

## 3.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a Commonwealth or State or Territory Government (including portfolio agencies)

- an individual or sole trader

- an unincorporated association

- an organisation based outside of Australia.

## 3.4  Eligible grant activities

Your eligibility for funding will be determined by the Indigenous Research Exchange. In the event that we determine part of your application comprises one or more ineligible activities, we may assess your application based only on the eligible components. In this instance, you may be offered partial funding for your project.

### 3.4.1  What can the grant money be used for?

The Grant Program will only provide funding for costs directly associated with the specified project. These activities include:

- the engagement of researchers, consultants, specialists, experts or contractors directly on the project

- project administration (a maximum of 20 per cent of total grant monies) for items such as project management, report-writing, book-keeping, audits and financial management

- Australian universities that are eligible for Commonwealth research block grants **cannot charge an administration fee**

- facilitation of workshops and/or community meetings

- domestic travel for researchers to engage with community and key stakeholders for the project

- costs of communicating the results of research including seminars and conferences

- project specific resources and equipment applicable to the project (approval in writing from the Indigenous Research Exchange must be sought for equipment).

### 3.4.2  What the grant money cannot be used for?

The Grant Program does not fund:

- Activities of the organisation that are already funded by governments or are part of their normal responsibilities.

- Activities for which other Commonwealth or State or Territory or Local Government bodies have primary responsibility (including program delivery, language revitalisation, native title claim research).

- Biomedical or clinical projects that do not include a significant Indigenous social or cultural research emphasis. These would normally be referred to the NHMRC for consideration.

- Descriptions or histories of institutions or programs carried out by the institutions/programs themselves or their staff. These projects may be eligible for funding if the research is to be carried out primarily as an evaluation by independent researchers.

- Capital works or capital purchases or purchase of land or buildings.

- Operational funding or ongoing administration and employment within an organisation.

- Activities with a primarily commercial focus or intent.

- Activities with a political or lobbying focus or intent.

- Costs incurred in the preparation of a grant application or related documentation.

- International travel approval must be sought from the Indigenous Research Exchange in writing.

Not all expenditure on your grant activity may be eligible for grant funding. The AIATSIS CEO makes the final decision on what is considered eligible expenditure and may provide additional guidance on eligible expenditure.

# 4.

## The Grant Assessment process

### 4.1  Eligibility and compliance

The Indigenous Research Exchange will initially assess your application against the eligibility criteria

and for compliance within the application requirements. Only eligible applications will move to the next stage of assessment.

It is important that you read these grant guidelines and the application form before you submit an application.

You are responsible for ensuring that your application is complete and accurate. You must complete each section of the application form and make sure you provide the information we have requested.

If the eligibility and compliance check identifies unintentional errors in your application, you may be contacted to correct or explain the information. We may consider information about you or your application that is available through the normal course of business. Giving false or misleading information will exclude your application from further consideration.

## 4.2  Independent assessment

Eligible applications will be considered through an external assessment process. An expert panel will assess your application against each of the three assessment criteria (see assessment criteria at 4.5).

Your application will be considered on its merits, based on:

- how well it meets the criteria

- how it compares to other applications

- whether it provides value for money.

Members of the assessment panel must adhere to the AIATSIS Conflict of Interest policy and must identify any perceived or actual conflicts. The AIATSIS Conflict of Interest Policy is established within the framework of the Public Governance, Performance and Accountability Act (PGPA) 2013, PGPA Rules 2014 and the Public Service Act 1999. The policy includes specific guidelines and templates for declaring and managing interests by members of AIATSIS Council and committees, the CEO, Senior Executive and AIATSIS staff.

## 4.3  Recommendations for funding

Final ranking and recommendations for funding will take into account the overall program objectives. The assessment panel will rank the applications and provide recommendations to the AIATSIS CEO for funding and any conditions.

## 4.4  Approval

The assessment panel recommendations are reviewed by the AIATSIS CEO, who gives final approval of the funding outcomes.

## 4.5  The assessment criteria

The assessment criteria apply to both open round and targeted round applications.

You will need to demonstrate your claims against the assessment criteria in your application. The application form asks questions that will assist you to provide the right information.

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

Applications will be assessed against three key criteria:

1. Indigenous leadership, governance and collaboration
2. Project quality
3. Impact and contribution

In applying these criteria, the following considerations must be taken into account:

### 4.5.1  Indigenous leadership, governance and collaboration

Does the application demonstrate:

- Indigenous leadership in the governance, design and conduct of the project
- collaboration and partnerships with Aboriginal and/or Torres Strait Islander organisations and communities

- the potential for improvement in service delivery and/or policy development
- opportunities for capacity building and knowledge transfer
- a contribution to an ongoing body of Aboriginal and/or Torres Strait Islander knowledge, including existing research translation
- the project team has the capabilities and experience to undertake the project
- contribute to the overall strength in knowledge and/or capability in other organisations.

### 4.5.2  Project quality

Does the project description provide:

- clear objectives
- best practice project design and planning
- methods suited to the task
- innovative approaches and new ideas
- ethical management of data and intellectual property
- contributions from partners
- evidence of drawing on existing research and/or knowledge
- a reasonable budget that demonstrates value for money.
- translates research to enable accessibility for communities and policy makers.

### 4.5.3  Impact and contribution

Can the project achieve outcomes that:

- align with one or more stated priorities
- influence systems, policy or practice
- address gaps in the evidence and knowledge base
- create a pathway to impacts that are ambitious and feasible
- extend relevance and benefit to Aboriginal and Torres Strait Islander peoples

## 4.6  Rating scale

A rating scale is used to rate applications against each of the selection criteria.

A rating scale of 0-5 is used to rank applications overall.

| RATING | CRITERIA | RECOMMENDATION |
|--------|----------|----------------|
| 5 | **Outstanding**: Of the highest quality, compelling and will have significant impact. | Supported for funding unconditionally. |
| 4 | **Excellent:** Of very high quality and strongly competitive. | Strongly warrants support for funding. |
| 3 | **Good:** Interesting, sound and has potential to make a contribution. | Could be funded with conditions. |
| 2 | **Satisfactory:** Sound but lacks a compelling element. | Not supportive of funding. |
| 1 | **Uncompetitive:** Has significant weaknesses or more critical flaws. | Not recommended for funding. |
| 0 | The application did not meet eligibility requirements or address criteria. | Not recommended for funding. |

# 5.

# The grant application process

## 5.1  Completing the grant application

You must submit your grant application through the SmartyGrants online grants system.

It is your responsibility to make sure that your application is complete and accurate and submitted

Applications, including any supporting documentation, must be submitted on or before the due date. **No late applications will be considered.**

We may ask you for more information, as long as it does not change the substance of your application. The Exchange does not accept any additional information that you provide, nor accept requests from you to correct applications after the closing date.

Once you have submitted your application in SmartyGrants, the system should send you an automated message acknowledging receipt of the application and provide an application identity number. If you do not receive an automated acknowledgement or need further guidance around the application process, or if you are unable to submit an application online contact us at researchexchange@aiatsis.gov.au or phone 02 6246 1603.

## 5.2  Attachments to the application

Supporting documentation to your application should include, but is not limited to:

- community support letters
- research support references
- case studies or other qualitative evidence
- evidence of financial support
- partnership agreements.

Attachments must be submitted via SmartyGrants through your online application form. You should only attach documents that are directly relevant to the project and strengthen your application.

### 5.2.1 Supporting letters from Aboriginal and/or Torres Strait Islander communities and organisations

If you are a non-Indigenous organisation, you must provide a letter of support from each Aboriginal and/or Torres Strait Islander group the project is working with, including a letter of support from the lead on the project. The letter of support should include, but not limited to:

- evidence from the community (or communities if you are working with more than one) that they agree to the project taking place in their community
- evidence that community are the lead on the project
- the community agrees with the work plan, objectives and outcomes of the project

### 5.2.2  Supporting letters from auspice body and consortia

For both auspice body arrangements and applications on behalf of a group or consortia, the application must include a letter of support from each organisation involved in the grant.

Each letter of support should include:

- an overview of how the auspice body and applicant or the consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of each organisation involved in the grant
- confirmation of the roles/responsibilities of members and the resources they will contribute (if any)
- details of a nominated management level contact officer
- confirmation of the agreed auspice body or lead consortium organisation.

## 5.3  Questions during the application process

If you have any questions during the application period, please contact researchexchange@aiatsis.gov.au. We will aim to respond within three-five working days. If you are unsure about any of the guidelines or questions in the application, we strongly encourage you to speak to the Indigenous Research Exchange team about your research prior to submitting an application. This can help you to avoid common mistakes or

shortcomings in your application that could prevent you from being recommended for funding.

## 5.4 Notification of application outcomes

Following a decision by the AIATSIS CEO you will be advised of the outcomes of your application in writing. If you are successful, you will also be advised about any specific conditions attached to the grant.

Unsuccessful applications will be notified in writing. You can submit a new application for the same project (or a similar project) in any future grant rounds. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

## 5.5 Feedback on your application

If you are unsuccessful, you may ask for feedback by emailing researchexchange@aiatsis.gov.au. We will provide feedback within three-five weeks of your request.

# 6.

# Successful grant applications

## 6.1 Announcement of grants

If successful, your grant, including a brief summary of the project will be listed on the Indigenous Research Exchange website and in the AIATSIS newsletter.

## 6.2 Ethical and Responsible conduct

Compliance with the AIATSIS *Guidelines for Ethical Research in Australian Indigenous Studies* (GERAIS), the *National Statement on Ethical Conduct in Research*, and the *Australian Code for*

*the Responsible Conduct of Research* (the Code) is mandatory for all research funded or auspiced by AIATSIS.

All applications supported for funding will require ethical clearance approval by the AIATSIS Research Ethics Committee (REC) before the project begins. Release of funds will be dependent on ethical clearance.

GERAIS can be found at https://aiatsis.gov.au/sites/default/files/docs/research-and-guides/ethics/gerais.pdf. More information about the AIATSIS ethics process and the AIATSIS REC can be found at https://aiatsis.gov.au/research/ethical-research. The AIATSIS REC is registered with the NHMRC.

## 6.3 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with AIATSIS. AIATSIS will use a contract specifically designed for the Indigenous Research Exchange Grants Program. This Agreement contains standard terms and conditions that cannot be changed.

A schedule will be used to outline your specific grant requirements. Any conditions attached to the grant will be identified in the grant agreement and discussed with you during negotiations.

You will have 30 days from the date of a written offer to execute this grant agreement with AIATSIS ('execute' means both you and AIATSIS have signed the agreement).

We must execute the grant agreement with you before we can make any payments. You must not make financial commitments until a grant agreement has been executed by AIATSIS.

During this time we will work with you to finalise the details.

The terms and conditions set out in the grant agreement include conditions relating to the use of funds, acquittal and treatment of unspent program funds. Breach of an organisation's grant agreement may result in a requirement to repay funding to AIATSIS.

## 6.4  How the grant will be paid?

Grant funds will not be paid unless your application has received ethics approval from the AIATSIS Research Ethics Committee and the Grant Agreement has been signed by all parties.

The grant agreement will state the maximum grant amount to be paid. All funding recipients are strongly encouraged to establish a dedicated bank account, specifically for the purpose of depositing and withdrawing Program funds.

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

Payments will be made against the agreed schedule, set out in the grant agreement, following its execution.

Payments against the schedule are subject to AIATSIS's acceptance of performance and financial reports set out in the grant agreement, and the demonstrated need for approved funds to continue the activity. Payments will not be processed where the recipient has a breach under the terms of the grant agreement, overdue report or outstanding acquittal relating to current or previous AIATSIS grant funding.

If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment upon receipt of a correctly rendered tax invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#)

## 6.5  Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing the project.

The program does not allow for an increase to the agreed amount of grant funds.

A variation template is available on request in writing to [researchexchange@aiatsis.gov.au](mailto:researchexchange@aiatsis.gov.au). You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objectives and any relevant policies of AIATSIS
- changes to the timing of grant payments
- availability of program funds.

We will not consider changes after the grant agreement end date.

# 7.

## Delivery of grant activities

## 7.1  Your responsibilities

The Knowledge Exchange Platform

The Knowledge Exchange Platform is a tool for bringing together, synthesising and translating existing research materials to present findings in a way that is usable and responsive to the priorities of Indigenous Australians.

As per the Grant Agreements, projects under the Indigenous Research Exchange Grants Program are required to submit data sets and/or research information (referred to as 'Exchange Material') for population of the *Knowledge Exchange Platform*.  The Platform will be accessible via the Exchange Website and will be developed in conjunction with data governance, data sovereignty and Indigenous Cultural and Intellectual Property (ICIP) principles at its core.

The sharing and translation of evidence is a priority for the Exchange, and the Knowledge Exchange Platform will address the existing gap in a centralised location for Aboriginal and Torres Strait

Islander research data to be made accessible to communities and other stakeholders.

## Performance and Financial Reports

You must submit performance and financial reports in line with the timeframes in the grant agreement. The Exchange will provide templates for these reports.

We will expect you to report on:

- progress against agreed key deliverables
- achievement against performance indicators
- eligible expenditure of grant funds
- closure of the project
- impact of the project.

You will also be responsible for:

- obtaining and maintaining ethical clearance and reporting obligations to the AIATSIS REC (see **7.2**).
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- providing copies of all reports and project outputs to the Exchange

## 7.2  AIATSIS' responsibilities

AIATSIS will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

The Exchange will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to seek further information or request an independent audit of claims and payments.

AIATSIS will evaluate the program as a whole to measure how well the outcomes and objectives have been achieved. Funding recipients may be required to participate in this evaluation. The evaluation will seek to identify and document the impact of activities. The evaluation may also include a survey of organisations who have received funding support. Grant agreements require grantees to provide information to assist AIATSIS with a possible evaluation.

## 7. 3 Acknowledgement

Funded activities and outputs should acknowledge the support of AIATSIS and the Indigenous Research Exchange grants program. The Exchange will provide electronic versions of the AIATSIS and Indigenous Research Exchange logos to be used on all materials related to grants under the program. AIATSIS, the Exchange and the Commonwealth must be acknowledged in publications and on websites as follows:

*(Name of organisation) receives funding through the Indigenous Research Exchange grants program.*

# 8.
# Probity

AIATSIS will make sure that the administration of the program is fair, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the published guidelines.

These guidelines may be changed from time-to-time by the Indigenous Research Exchange team. When this happens, the revised guidelines will be published on the AIATSIS, the Indigenous Research Exchange website and the AIATSIS newsletter.

## 8.1 Complaints

Any complaints about the grants process must be lodged in writing. If you have a complaint, please contact researchexchange@aiatsis.gov.au.

If you do not agree with the way that the Exchange 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 AIATSIS.

The Commonwealth Ombudsman can be contacted on:  Phone (Toll free): 1300 362 072 Website: www.ombudsman.gov.au.

## 8.2 Conflict of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an AIATSIS officer

- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program.

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 that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform AIATSIS in writing immediately.

Where AIATSIS is made aware of any conflicts of interest we will handle them as set out in the AIATSIS Conflict of interest policies and procedures. Conflicts of interest for AIATSIS staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13 (7)) of the *Public Service Act 1999*.

## 8.3 Privacy, confidentiality and protection of personal information

We treat your personal information according to the thirteen Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect

- why we collect your personal information

- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the Privacy Act 1988, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

The Exchange may share information you provide to:

- the Indigenous Research Exchange Advisory Board and Expert Panel members to help us manage the program effectively

- employees and contractors of AIATSIS so we can assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, State, Territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary

- a House or a Committee of the Australian Parliament.

We may also share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999* (Cth)

- *Public Service Regulations 1999* (Cth)

- *Public Governance, Performance and Accountability Act 2013* (Cth)

- *Privacy Act 1988* (Cth)

- *Crimes Act 1914* (Cth)

- *Criminal Code Act 1995* (Cth)

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential

- the information is commercially sensitive

- revealing the information would cause unreasonable harm to you or someone else

- you provide the information with an understanding that it will stay confidential.

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

### 8.3.1  Freedom of information

All documents in the possession of the Australian Government are subject to the *Freedom of Information Act 1982* (Cth).

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. This includes information about the Exchange. 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.