



TAFE Centres of Excellence Applied Research Grants Frequently Asked Questions (FAQ's)

This information has been developed to support Applications for Applied Research Grants through TAFE Centres of Excellence at TAFE Queensland.

The FAQ's have been separated into sections to assist you to find the required information. You can navigate to the relevant sections via the hyperlinks below:

- [General questions](#)
- [Applied Research Project Grants](#)
- [Eligibility & Application process](#)
- [Grant Assessment & Approvals](#)
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- [Collaboration & Partnerships](#)
- [Funding & Financial Management](#)
- [Ethics & Risk Management](#)
- [Transparency & Probity](#)
- [Intellectual Property](#)

Please consider the information as a guide only.

If you require additional assistance, please contact the relevant Centre:

TAFE Centre of Excellence Clean Energy Batteries - cleanenergybatteriestce@tafeqld.edu.au

TAFE Centre of Excellence Health Care and Support - healthcaresupporttce@tafeqld.edu.au



General questions

Frequently asked questions

What is TAFE Queensland's involvement in the TAFE Centres of Excellence?

Through the [National Skills Agreement](#), the Australian Government is partnering with states and territories to establish nationally networked TAFE Centres of Excellence to deliver a skilled workforce for strategically important national industries.

TAFE Queensland is leading the TAFE Centre of Excellence Clean Energy Batteries and TAFE Centre of Excellence Health Care and Support. Both centres are a joint initiative between the Australian and Queensland Governments.

To address training, workforce and skill needs, the Centres will spearhead Applied Research Grants, driving research collaborations and funding innovative projects with universities, industry, communities and other stakeholders.

What is the National Skills Agreement (NSA)?

The [National Skills Agreement](#) is a 5-year joint agreement between the Commonwealth, states and territories. It aims to strengthen the vocational education and training (VET) sector in Australia and ensure a skilled workforce for the future.

What is the TAFE Centre of Excellence Clean Energy Batteries?

The TAFE Centre of Excellence Clean Energy Batteries, led by TAFE Queensland, is a \$20 million joint initiative by the Australian and Queensland Governments to support the growth of current and emerging battery technologies.

The Centre, through leveraging existing partnerships and developing new ones, will provide innovative training opportunities to anyone, anywhere, empowering them to pursue clean energy careers to meet national skills demand. The Centre will ensure support and training is accessible for First Nations people, culturally and linguistically diverse communities, people with disability, and those living in rural, regional and remote areas.

What is the TAFE Centre of Excellence Health Care and Support?

The TAFE Centre of Excellence Health Care and Support, led by TAFE Queensland, is a \$35 million joint initiative by the Australian and Queensland Governments to address national skills gaps in health, nursing and community services.

The Centre, through a range of national partnerships and networks, will lead innovative health support and care training opportunities, with a focus on regional, rural, remote and First Nations students and workers.

What are the objectives of the TAFE Centre of Excellence Grants Program?

The introduction of these Grants demonstrates TAFE Queensland's leadership and strong relevance in the competitive vocational training marketplace, reinforcing our innovative and progressive brand attributes.

This commitment to applied research ensures that our training remains at the cutting edge, equipping people with the skills and knowledge needed to excel in the rapidly evolving health care and support and clean energy batteries sectors.

Applied research drives impact on real-world problems and, as leaders in vocational education and training (VET), TAFE Queensland is proud to step into this space, strengthening our commitment to developing quality education with industry-relevant training needed for now and into the future.

What types of projects does the Grant provider support?

TAFE Centre of Excellence Clean Energy Batteries

The Clean Energy Batteries Grants have been designed to facilitate partnerships between a wide range of stakeholders in the clean energy batteries sector to advance applied research, focusing on innovation, sustainability, and workforce development to address industry needs and inform related education and training.

The objectives of the Grants are to:

- Encourage collaborative research: Promote partnerships between and engagement among the key stakeholders in planning, designing and implementing applied research projects that address real-world challenges;
- Support evidence-based solutions: Fund research initiatives that generate actionable insights and evidence to inform training and education for clean energy battery industry;
- Enhance capacity building: Provide opportunities for professional development and capacity building for researchers, educators, and students involved in applied research;
- Facilitate knowledge transfer: Ensure the dissemination of research findings through publications, conferences, and workshops to maximise the impact and scalability of successful projects; and
- Promote inclusivity and diversity: Prioritise research projects that address the needs of diverse communities, including First Nations peoples, to ensure equitable access to training and employment opportunities.

The intended outcomes of the program are to:

- Support the delivery of high-quality products, services and systems in the clean energy batteries sector and enhance education and training within TAFE institutions;
- Develop innovative solutions to realise the opportunities and address the challenges in the clean energy batteries sector; and
- Enhance diversity, equity and inclusion in the clean energy batteries workforce.

Grant applications which are partnership-based such as an academic institution partnering with industries and/or community organisations, to address the needs of industries in relation to emerging skills training are strongly encouraged. While the above objectives are core to the Clean Energy Batteries Grants, please refer to the Clean Energy Batteries Applied Research Grants Priority Areas via <https://tafeqld.edu.au/tce-grants> for further details on specific areas of potential research projects.

TAFE Centre of Excellence Health Care and Support

The purpose of the Health Care and Support Grants is to contribute to the policy priorities of the Australian Government and the Queensland Government, which address supporting and growing the healthcare workforce. It will achieve this through providing financial assistance for

research which provides insight into innovation models for education and training, attraction, retention, and workplace safety, to empower workers in their everyday lives, and to improve the quality and safety of care services for clients.

The overarching objectives of the Grants, over subsequent rounds, which respond to the policy priorities of the [NSA](#), and the [National Agreement on Closing the Gap](#), are organised around achieving the population-level outcomes of productivity, labour supply, wellbeing, inclusion, and workforce resilience:

- **Productivity:** As productivity growth is improved through better skilling of the workforce, funding rounds will pertain to the scoping and implementation of innovative training methods, with a particular focus on reaching regional, rural, and remote communities to ensure the building of local workforces.
- **Labour Supply:** In seeking to attract new workers and retain those already within the essential care industries workforce, grant opportunities will be designed to support future and/or projected sector needs across the areas of aged care, disability, nursing, mental health, and allied health.
- **Wellbeing, Inclusion and Resilience:** In ensuring that all Australians, particularly priority cohorts (i.e. Aboriginal and Torres Strait Islander people, people with a disability, culturally and linguistically diverse communities, and women), can build the skills needed for well-paid, secure work, which is aligned to their interests, funding will support measures for workforce diversity, culturally appropriate and safe service delivery, and the retention of the healthcare workforce through evidence-based training and upskilling via higher-level pathways.

While the above objectives are core to the Health Care and Support's Applied Research Grants Program, please refer to the Health Care and Support Applied Research Grants Priority Areas via <https://tafeqld.edu.au/tce-grants> for further information on the priority areas of focus for each specific funding round.



Applied Research Project Grants

Frequently asked questions

What is applied research?

Applied research is a type of research conducted in real-world settings to address specific issues faced by individuals, organisations, or industries. It generates actionable insights and solutions, through collaboration with relevant stakeholders, ultimately fostering innovation to provide practical solutions to meet evolving needs. In the context of the TAFE Centres of Excellence, applied research leverages the unique capacity of the VET sector, stemming from its close links with employers, enterprises and the workplace, by connecting it with the university and research sector. You can read more about [Applied Research here](#).

What are the expected reporting requirements attached to a Grant?

Grantees are required to submit a Commencement of Research Project Report, and an Interim Report, and a Final Report by the dates specified in the Grant Schedule contained within the Letter of Agreement.

Report 1. Commencement of Research Project Report

This report will outline the progress achieved on the research project from the date of commencement, including a statement on ethics approval (if required), stakeholder and/or participant engagement to date, and/or perceived or actual risk(s).

Report 2. Interim Report

This report provides a research project progress update on the work undertaken post-submission of Report 1. It should detail any initial results from data collection and analysis, and/or a comprehensive literature review, as well as an overview of expenditures to date.

Report 3. Final Report

This report will provide an overview of the activities undertaken over the duration of the grant, data collected and methods of analysis, key findings, identified areas for future research, challenges and/or learnings, outline of potential legacy impact, complete budget representing actuals which will be used for acquittal, a dissemination plan for findings, and any supporting material.

What types of research activities are eligible for funding?

Eligible expenditure can include:

- Appointment of temporary contracted labour such as research support staff directly employed for the project activities (tuition and/or scholarship for students are ineligible expenditure, while the employment of students for project is eligible);
- Data collection, analysis and reporting;
- Community engagement, co-design and other stakeholder consultation activities (including domestic travel and accommodation);

- The development and delivery of innovative education and/or training resources for individuals and/or organisations; and
- The promotion and dissemination of the project outputs across multiple channels in collaboration with relevant organisations.

Examples of ineligible expenditure includes, but is not limited to:

- Any activity that does not have a direct link to achieving the outcomes as proposed in the Application Form;
- Existing staff member salaries/wages and oncosts;
- The purchase, planning or maintenance of significant assets (including building infrastructure, construction);
- General ongoing business operation/recurring expenses, including core business activities, business start-up cost, utilities, rent and other organisational costs not directly associated with the project or Grants program;
- Financial costs, including interest and debt financing, the use of any form of security for the purpose of obtaining or complying with any form of loan, credit, payment or other interest;
- Budget contingency and management fee of more than 10% of Grants funding;
- Any expenditure that are already being supported through other sources;
- Costs incurred prior to the date of your Letter of Offer; and
- Other expenditures that are not deemed appropriate use of public resources in accordance with Section 4.3 of the [Code of Conduct for the Queensland Public Service](#) (e.g., purchase of alcohol).

What are the expected deliverables of the grant?

Grantees are required to submit three (3) progress reports (see the [Expected reporting requirements section of this FAQs](#)). Grantees are encouraged to collaborate with the Centre, research partners, and other stakeholders in disseminating and promoting the findings of research projects through channels appropriate for the broader community, industry, VET institutions, and the academic and research community. These may include, but are not limited to, workshops, seminars, industry reports, conferences, and journal articles.

What are the key focus areas for research funding?

Applied research at the TAFE Centres of Excellence focuses on innovation, sustainability and workforce development to address industry needs and inform education and training. The detailed scope and priority areas for applied research can be found in the Clean Energy Batteries Applied Research Grants Priority Areas and the Health Care and Support Applied Research Grants Priority Areas accessible via <https://tafeqld.edu.au/tce-grants>.

Can the grant be used for literature reviews or theoretical research?

The Grant may be used for literature reviews and theoretical research as part of an applied research project. However, a research project whose ultimate goal is to review existing literature and/or make a theoretical contribution is not considered applied research for this Grant Opportunity.

How do applied research grants contribute to industry and education?

Applied research generates actionable insights to inform the improvement of education and training while supporting the development and retention of the workforce needed for various industries. New and innovative training pathways and pedagogical models will attract new students, reskill and upskill the existing workforce, and enhance accessibility for diverse learners, including First Nations people, workers from regional and rural communities, women, people with disabilities, and those from culturally and linguistically diverse backgrounds.

What is the maximum grant amount available per project?

A total combined funding amount of \$2,400,000 is available for Round 1 of the Grants across the two Centres. Applications must nominate a specific amount of funding which aligns with the Centres' proposed caps and ensure that the nominated funding figure is proportional to the scope, scale and complexity of the proposed research activity.

Round 1 Clean Energy Batteries Grant funding	<p>Funding Available: \$1,000,000</p> <ul style="list-style-type: none">• Clean Energy Batteries welcomes applied research project proposals which range in scale, with the minimum cap \$50,000 and the maximum amount available per proposal being capped at \$200,000.
Round 1 Health Care and Support Grant funding	<p>Funding Available: \$1,400,000</p> <ul style="list-style-type: none">• Health Care and Support welcomes applied research project proposals which range in scale, with the minimum cap \$50,000 and the maximum amount available per proposal being capped at \$400,000.

The final allocation will be determined by TAFE Queensland following a comprehensive review and assessment of all applications and negotiation with successful applicants. In seeking to support a diversity of projects, TAFE Queensland may offer reduced funding.

Can a project receive additional funding in future rounds?

Both successful and unsuccessful applicants may apply for subsequent rounds of the Grants. If a previous grantee intends to apply for another round, the proposed research must demonstrate a substantial difference or expansion from the previous project. For example, the new proposal may focus on developing solutions informed by insights generated from the prior research.

Applications that have previously received funding but failed to comply with the funding agreement will not be eligible for future rounds of the program.

Eligibility & Application process

Frequently asked questions

Who is eligible to apply for the grant?

To be eligible to receive grant funding:

- Applications must be completed and have been received within the nominated open and closing dates;
- Applicant's affiliated organisation must have a registered Australian Business Number (ABN);
- Applicant's affiliated organisation must be an Australian owned entity with the capacity to enter into a legally binding agreement; and
- Applicant's affiliated organisation must have an account with an Australian financial institution.
- TAFE may be eligible to apply, provided it partners with an industry, university, and/or community organisation, and the proposed research project falls outside the scope of its routine operational activities.

Who is NOT eligible to apply for the grant?

You are not eligible to apply if you are:

- An individual;
- An unincorporated association;
- An organisation whose main operations are outside Australia;
- Commonwealth and State Government Departments; and
- Education institutions seeking funding for core business

How do I apply for the grant?

Before applying you must read and understand the Grants Opportunity Guidelines, the Application Form, and the template Letter of Offer. Any alterations and addenda will be published via the TAFE Queensland webpage. These documents are accessible via <https://tafeqld.edu.au/tce-grants>.

To apply you must:

- Familiarise with the Grants Opportunity Guidelines, related application materials, and the application process;
- Complete and submit the Application Form detailing the applied research project proposal within the Application Portal, unless an alternative application method is approved by the Centres prior;
- Address all eligibility criteria and assessment criteria;
- Provide all compulsory support material requested, including Resumes* for each key personnel demonstrating the track record of research, Budget, Risk Management Plan,

and if applicable, the Letter of Support (Partnership and/or commitment for matching fund); and

- Submit the application by 11:59pm AEST 31 July 2025

* Please do **not** include personal information such as your date of birth, home address, phone numbers, or any identification numbers in your resume

What are the key deadlines for submission?

Key Dates for the Round 1 Grants Opportunity are:

- Grants Opportunity publishes: 9:00 am AEST, 30 June 2025
- Application Portal opens: June
- Application Portal closes: 11:59 pm AEST 31 July 2025.
- Technical support for Applications closes at 2:00 pm, 31 July 2025

Note: The TAFE Centres of Excellence at TAFE Queensland may amend the closing date and time at its own discretion by issuing a notice through the Application Portal.

How can I request clarification or assistance during the application process?

To maintain equity and fairness, representatives from the TAFE Centres of Excellence are not able to assist you with writing your application. We recommend you refer to the Clean Energy Batteries Applied Research Grants Proposal Support Guide, or the Health Care Support Applied Research Grants Proposal Support Guide accessible via <https://tafeqld.edu.au/tce-grants>. This document may assist you in the application process. If you have further questions which are not addressed in this document, you can contact the team via email at:

Clean Energy Batteries: cleanenergybatteriestce@tafeqld.edu.au

Health Care and Support: healthcaresupporttce@tafeqld.edu.au

What types of supporting documentation should be included in an application?

Compulsory support material for Grant Applications includes:

- Resume of the Project Lead / Chief Investigator (Please do **not** include personal information such as your date of birth, home address, phone numbers, or any identification numbers in your resume)
- Completed Budget Template
- Completed Risk Management Plan
- Letter of Support (If applicable)

Can I make changes to my application after submission?

If you find an error in your application after submitting it, you should contact the relevant Centre immediately at:

Clean Energy Batteries: cleanenergybatteriestce@tafeqld.edu.au

Health Care and Support: healthcaresupporttce@tafeqld.edu.au

You will be unable to change your application after the closing date and time. If the Centre finds 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. We can refuse to accept any additional information from you that would change your submission after the application closing date/time.

Can I apply for a grant after the closing date?

Applications will not be accepted after the closing date. Interested parties are encouraged to monitor the TAFE Queensland Website for future Grant round announcement's
<https://tafeqlld.edu.au/tce-grants>.

Grant Assessment & Approvals

Frequently asked questions

What are the assessment criteria for the Clean Energy Batteries grant?

Eligible applications will be assessed against the following weighted criteria. Please note that the amount of detail and supporting evidence you provide in your submission should be relative to the scope and complexity of the research activity outlined and the proposed amount of funding.

Assessment Criterion		Details
1	Overall project design and innovation (40%)	<p>The Grantee must clearly demonstrate how the project aligns with the Grant's overarching objectives and outcomes, as well as the Priority Areas for Applied Research. This includes:</p> <ul style="list-style-type: none">• A clear articulation of the project's purpose and relevance to the clean energy batteries sector.• Evidence of the proposal to contribute and build into existing knowledge and practices and avoid the duplication.• A robust plan to engage and collaborate with relevant stakeholders such as industry, education, and community partners, to support the effective delivery of the project, where applicable, in the form of in-kind and/or financial support.• Evidence of how stakeholder input will be embedded into project activities and decision-making processes to ensure relevance, impact, and real-world application.
2	Capacity and capability to deliver applied research project, including feasibility and practicality (20%)	<p>The Grantee must outline the capacity and capability of both their organisation and any partner organisations to successfully deliver the project. This should include:</p> <ul style="list-style-type: none">• A detailed description of the proposed research methods and timeline.• Evidence of organisational infrastructure, governance, and resources to support project delivery.• Demonstrated experience in managing and delivering similar applied research or workforce development projects specified in the resume (Please do not include personal information such as your

		<p>date of birth, home address, phone numbers, or any identification numbers in your resume).</p> <ul style="list-style-type: none"> • Outline of existing linkages with stakeholders or industry that support feasibility. • Matching funds, while not mandatory, will be highly regarded and should be clearly identified, along with the Letter of Support.
3	Application, scalability and replicability (20%)	<p>The Grantee must demonstrate the project's potential to improve education, training, and workforce development in the clean energy batteries sector. This includes:</p> <ul style="list-style-type: none"> • Potential to translate research findings into practical outcomes such as new or improved training products, pilot programs, or industry initiatives. • Discussion of how outcomes can be applied across different contexts, with clear potential for scalability and replication across regions or sectors. • Evidence that findings will have long-term utility beyond the life of the project.
4	Efficient and effective use of grant funds (10%)	<p>The Grantee must demonstrate how the project will achieve high-quality outcomes in a cost-effective way, including:</p> <ul style="list-style-type: none"> • A detailed indicative budget showing cost breakdowns for each project component. • A rationale for how resource allocation will lead to value for money.
5	Risk management and research ethics (10%)	<p>The Grantee must show how they will manage risks effectively, including:</p> <ul style="list-style-type: none"> • A clear plan to identify, monitor, and mitigate risks, particularly those that may impact delivery timelines or stakeholder engagement. • Where applicable, a strategy to address ethical considerations, including compliance with human research ethics protocols.
6	Closing the Gap in First Nations training and employment (5%)	<p>As part of the TCE CEB's commitment to the National Agreement on Closing the Gap, the following applications will receive up to 5% of the total weighted score, if they meet one of the following criteria:</p> <ul style="list-style-type: none"> • Proposed research activity to be led by, or in partnership with, Aboriginal Community-Controlled Organisations (ACCOs); or • One or more of researchers and staff members included in Application, are Aboriginal and/or Torres Strait Islander peoples, as defined in the Commonwealth Department of Aboriginal Affairs.

This information can also be located in the Grants Opportunity Guidelines in Section 6 accessible via <https://tafeqld.edu.au/tce-grants>.

What are the assessment criteria for the Health Care and Support grant?

Eligible applications will be assessed against the following weighted criteria. Please note that the amount of detail and supporting evidence you provide in your submission should be relative to the scope and complexity of the research activity outlined and the proposed amount of funding.

Assessment Criterion	Details
<p>1 Overall Project Design (40%)</p>	<p>Scope of the proposed research clearly addresses a nominated stream, and priority theme.</p> <p>Proposal contains a clear problem statement and demonstrates methodological rigor in its approach to translating academic evidence and/or community knowledge into an applied research project and includes appropriate evaluation methods.</p> <p>Proposal clearly articulates how project outcomes will be measurable in their impact, and if they may contribute to evidence for policy in aged care.</p> <p>Proposal clearly defines the project's outputs, expected timeline for delivery, and the ability to meet the required reporting milestones.</p> <p>The submitted risk mitigation plan is comprehensive in identifying all potential risks and offers clear mitigation strategies in response.</p> <p>The proposed project activity will be conducted in partnership and the application includes a Letter of Support which clearly details the partnership arrangement/s including in-kind and financial support and roles and responsibilities.</p> <p>Project demonstrates a clear plan for stakeholder engagement and/or a commitment to community collaboration.</p> <p>The proposed budget is clear, justified, and demonstrates value for money, and/or proportionality.</p>
<p>2 Mapping Research to Priority Areas (35%)</p>	<p>Proposal clearly considers one or more of the targeted populations – i.e. i.e. First Nations, women, people with a disability, and/or people from culturally linguistically diverse backgrounds – as aged care students, workers, and/or service receivers</p> <p>Proposed research activity is designed to respond to place-based challenges experienced in the aged care sector, particularly those in regional, rural or remote communities.</p> <p>Proposal demonstrates how the outcomes of the research activity will inform evidence-based practice which can be translated for VET education and training and/or HE curricular.</p> <p>Proposed research activity complements existing programs, avoids funding duplications, and aligns with industry and/or Queensland Government Priorities.</p> <p>Proposed research activity demonstrates opportunities for building legacy relationships across sectors (i.e. tertiary education, government, industry, community sector).</p>

3	Capacity, Capability and Legacy Outcomes (25%)	<p>Applicant has demonstrated capacity and expertise to undertake the proposed project with a track record exemplifying rigor, equity and accountability.</p> <p>Proposed research activity will contribute to building the capacity and capability of targeted populations including regional, rural and or remote Queenslanders.</p> <p>Dissemination plan for the projected outcomes and outputs resulting from the grant activities is well considered and relevant for various sectors.</p> <p>Demonstrated areas for future research which may be expanded for education and training pilots undertaken by the Centre of Excellence</p>
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This information can also be located in the Grants Opportunity Guidelines in Section 6 accessible via <https://tafeqld.edu.au/tce-grants>.

How are applications reviewed and ranked?

Applications which meet the eligibility criteria are assessed on an openly competitive basis against both the weighted criteria (see [Assessment criteria](#) in this FAQs), and other applications. This ensures that the awarding of grant monies is based on quantitative scoring, in addition to a qualitative written recommendations documenting how it compares to other applications. This process will result in an application ranking in one of the following three categories:

- Highly Meritorious: Meets all the assessment criteria to a high standard
- Meritorious: Meets the criteria in an above satisfactory manner
- Competitive: Meets the criteria to a satisfactory level
- Uncompetitive: Application is ineligible, does not meet minimum standards, and/or does not represent value with relevant money

This merit-based processes of review is undertaken by both internal and external, independent assessors, with all outcomes and written recommendations compiled for reporting.

How long does the assessment process take?

The expected timelines for application assessment are outlined below, however, they are indicative only and may be subject to change depending on the volume and quality of applications received. In the event that clarification is required, the Centres may contact applicants for further information.

Activity	Timeframe
Assessment and review	August 2025
Approval of assessment and review outcomes	September 2025
Notification of outcomes	September 2025

Earliest Commencement Date of Grant Activity	October 2025
<p>What happens if my application is unsuccessful?</p> <p>If you are unsuccessful, a request for individual feedback can be made within 30 days of being notified of the outcome by contacting the appropriate TAFE Centre of Excellence for your application. Email contacts are listed below. The team will respond to your request for feedback in writing within 30 days. The opportunity to receive feedback on unsuccessful applications promotes transparency in the decision-making process and improves the capacity of potential grantees to apply for future grant activities.</p> <p>Clean energy Batteries: CleanEnergyBatteriesTCE@tafeqld.edu.au</p> <p>Health Care and Support: HealthCareSupportTCE@tafeqld.edu.au</p>	



Grant Implementation & Reporting

Frequently asked questions

What are the reporting requirements for successful grantees?

The Grantee is required to adhere to the following reporting requirements (templates provided), according to the timeframes outlined and agreed upon in the Grant Schedule contained within the Letter of Agreement.

Report	Details
Report 1: Commencement of Research Project Report	This report will outline the progress achieved on the research project from the date of commencement, including a statement on ethics approval (if required), stakeholder and/or participant engagement to date, and/or perceived or actual risk(s). The submission date for this deliverable is approximately three-months post-commencement of the Grant Activity as outlined in the Grant Schedule or as otherwise specified in the Grant Agreement.
Report 2: Interim Report	This report provides a research project progress update on the work undertaken post-submission of Report 1. It should detail any initial results from data collection and analysis, and/or a comprehensive literature review, as well as an overview of expenditures to date. The submission date for this deliverable is approximately six-months post-commencement of the Grant Activity as outlined in the Grant Schedule or as otherwise specified in the Grant Agreement.
Report 3: Final Report	This report will provide an overview of the activities undertaken over the duration of the grant, data collected and methods of analysis, key findings, identified areas for future research, challenges and/or learnings, outline of potential legacy impact, complete budget representing actuals which will be used for acquittal, a dissemination plan for findings, and any supporting material. This deliverable is to be provided upon completion of the Grant Activity as set out in the Grant Schedule, or as otherwise specified in the Grant Agreement.

* Note: the TAFE Centre of Excellence may request further information from Grantees upon review of report.

Are there penalties for non-compliance with reporting requirements?

TAFE Centres of Excellence reserve the right to withhold the payment of the funded project until any required reports are received and accepted by the Centres.

What happens if my project faces delays or changes?

Grantees must immediately notify the relevant TAFE Centre of Excellence if anything is likely to affect its grant activity or organisation. In the result of unforeseen circumstances (such as a natural disaster), the Grantee must notify the relevant Centre and seek approval for any variations to the project, including changes to the project timeline. Any additional costs or resources required as a result of these variations must be borne by the Grantee.

Collaboration & Partnerships

Frequently asked questions

Can I partner with other organisations or institutions?

Applications are strongly encouraged to partner on a research project including industry/community partners, unions, universities, and other TAFEs, to ensure that research projects are aligned with the priorities of industry, education and training and contribute to industry and workforce outcomes. Applications for conducting research in partnership need to include **Letters of Support** which includes:

- an overview of how the partner organisation will work with the lead organisation, and any additional partner organisations in the group, to successfully complete the proposed research 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 details of any in-kind and financial support committed to the project (if any), and;
- details of a nominated management level contact officer.

What type of partnerships are encouraged?

Partnerships that align with the project's objective and contribute to its success are encouraged. The role of partner organisations can vary depending on the nature and objectives of the proposed research and can span different stages of the project lifecycle, including:

- Project design and development: collaborating on research objectives, methodology and scope.
- Implementation and execution: providing expertise, resources, or access to relevant data and networks.
- Knowledge translation and dissemination: promoting research findings through relevant channels for broader community, industry, and academic and research community, while supporting the application of the findings to industry practice, education and training.

Do all project partners need to provide letters of support?

See [“Can I partner with other organisations or institutions?”](#)

Ethics & Risk Management

Frequently asked questions

Do projects require ethics approval?

Ethical approval must be sought for any research projects that involves human participants, their data, biospecimens, or observations about them. The approval can be sought through an applicant's or partner organisations. If applicants or partner organisations do not have an established procedure for human research ethics clearance, the Centre recommends visiting [NHMRC registered Human Research Ethics Committees \(HREC\)](#) for seeking approval through one of the registered organisations.

What are the risk management expectations for grantees?

To support the application review and assessment processes, applicants must undertake a risk analysis and mitigation planning associated to review the ways which could impact the successful delivery of Grant Activities. Applicants can access a Risk Management Plan template in the Applied Research Grants Risk Management Plan resource accessible via <https://tafeqld.edu.au/tce-grants>.

Are there specific ethical guidelines for research involving human participants?

The [National Statement on Ethical Conduct in Human Research \(2023\)](#) consists of a series of guidelines made in accordance with the *National Health and Medical Research Council Act 1992*.

The [Australian Code for the Responsible Conduct of Research \(2018\)](#) establishes a framework for responsible research conduct that provides a foundation for high-quality research, credibility and community trust in the research endeavour.

[Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#) provides a set of principles to ensure research is safe, respectful, responsible, high quality and of benefit to Aboriginal and Torres Strait Islander people and communities.

Funding & Financial Management

Frequently asked questions

How is funding disbursed?

12 month project duration

Grantees must use the funding amount awarded for the approved grant activities over the duration of the project of up to one year (12-months), otherwise specified in the Letter of Offer. Grant monies are awarded in three separate payments as per the schedule outlined in the Letter of Offer template, and below:

Release 1	50% of the total amount of funds awarded are released upon the Grant Agreement being finalised.
Release 2	30% of the total amount of funds awarded are released upon acceptance of Report 2: Interim Report (Milestone 3) due approximately 6 months after the commencement of the Grant Activity, or as otherwise set out in the Grant Schedule within the Grant Agreement.
Release 3	20% of the total amount of funds awarded are released upon acceptance of Report 3: Final Report (Milestone 4) due upon completion of the Grant Activity, or as otherwise set out in the Grant Schedule.

6 month project duration

Grantees must use the funding amount awarded for the approved grant activities over the duration of the project of up to six (6) months, otherwise specified in the Letter of Offer. Grant monies are awarded in three separate payments as per the schedule outlined in the Letter of Offer template, and below

Release 1	50% of the total amount of funds awarded are released upon the Grant Agreement being finalised.
Release 2	30% of the total amount of funds awarded are released upon acceptance of Report 2: Interim Report (Milestone 3) due at approximately 3-month post-commencement of the Grant Activity, or as otherwise set out in the Grant schedule within the Grant Agreement.
Release 3	20% of the total amount of funds awarded are released upon acceptance of Report 3: Final Report (Milestone 4) due upon completion of the Grant Activity, or as otherwise set out in the Grant Schedule within the Grant Agreement.

What happens if the project runs under budget?

Unless otherwise agreed in writing between TAFE Queensland and the Grantee, any unexpended funds remaining at the conclusion of the funding period which exceed budget contingencies of 10%, may be recovered by TAFE Queensland.

What expenses can be covered under the grant?

See [What types of research activities are eligible for funding?](#)

What expenses can NOT be covered under the grant?

See [What types of research activities are eligible for funding?](#)

Transparency & Probity

Frequently asked questions**What measures are in place to ensure fairness in the grant process?**

A multi-stage assessment process will be conducted by expert panels comprising representatives from universities, industry, government, and TAFE. This process is designed to ensure each proposal is evaluated for its relevance, impact, feasibility, and alignment with Grant objectives. Applications will be assessed against the established criteria outlined in the Grants Opportunity Guidelines accessible via <https://tafeqld.edu.au/tce-grants>. Additional information is also available in the section: [What are the assessment criteria for the grant?](#).

How does the TAFE Centre of Excellence manage conflicts of interest?

TAFE Centres of Excellence are committed to upholding the integrity and impartiality of its Grants processes by ensuring that any actual, perceived, or potential conflicts of interest are promptly identified, declared, appropriately managed, and documented in a transparent and accountable manner, in accordance with the public interest. All internal and external stakeholders involved in the application, review, or assessment of Grants are required to declare any conflicts of interest at the commencement of their involvement in the process. Members of the Steering Committee and Sub-Committees must also declare any conflicts of interest prior to each meeting. All declared conflicts are formally recorded, and appropriate mitigation measures are implemented, which may include the exclusion of the relevant individual(s) from deliberations or decisions relating to the matter in question.

Intellectual Property

Frequently asked questions

Which entity will own the Grant Activity Intellectual Property (IP)?

All Grant Activity IP will vest in and is assigned to TAFE Queensland on creation. The Grantee must, at own expense, execute all documents and do all things required to give effect to this clause, including obtaining as soon as possible and providing to TAFE Queensland legally effective releases or assignments to TAFE Queensland from any of the Grantee's personnel in respect of any Grant Activity IP.

Which entity will own the Background IP?

Each party acknowledges and agrees that the other parties background IP remains the property of that other party; and must not be used or disclosed for any purpose other than in the performance of this Agreement.

What are the IP implications for partnership applications?

Where an application is submitted in partnership with one or more organisations, and matching funds are being provided by a partner organisation, the Applicant is responsible for notifying the partner organisation(s) of the intellectual property (IP) conditions of the Grant. Specifically, all Grant Activity IP that is discovered, developed, or otherwise come into existence as a result of the Grant will vest in, and be assigned to, TAFE Queensland upon creation. By submitting an application, the Applicant warrants that all partner organisations have been informed of, and accept, the IP clauses outlined in the Grant Conditions in the Letter of Offer.

Please view the Letter of Offer template for the relevant Centre of Excellence for more information accessible via: <https://tafeqld.edu.au/tce-grants>