



TAFE Centres of Excellence Applicant Work Instruction

This document has been prepared to support applicants who wish to submit an application for a funding opportunity aligned to the TAFE Centre of Excellence Clean Energy Batteries and the TAFE Centre of Excellence Health Care and Support.

TAFE Queensland has partnered with SurePact to support the Centres' Applied Research funding opportunities.

This document outlines steps required for an applicant to:

- [Register as a user with SurePact;](#)
- [Submit an application to a TAFE Queensland Funding Opportunity; and](#)
- [View application status](#)

Register as a user

Select the link on the TAFE Centre of Excellence landing page to access funding opportunities.

Tip: It is recommended that applicants register as an organisation. This will ensure all relevant data aligned to your organisation will auto-populate into the application form.

1. To apply, applicants/organisations will be required to register as a SurePact user. Please select 'Register' to proceed.

Publish Date
20/06/2025 04:01
(Brisbane, Queensland)

Selection Process
Open, Competitive

Co-contribution Required?
No

Total Funding Available
AUD \$1,000,000.00

To apply, Log in or Register

Contact Details
(Kumchong)

Criteria
Application Submission:
submitted electronically using SurePacts online grants management system unless

10:12 AM
24/06/2025

2. Please input an email address and password. Select 'I'm not a robot' and select the 'Next' button.

Please follow the registration steps to apply for funding opportunities. Enter your email address and password details, and select "Next".

Email Address*

Password* ⓘ

Confirmed Password*

Already have an account? [Login](#)

☒ I'm not a robot

reCAPTCHA
Privacy • Terms

Next

3. Please input the verification code sent to the nominated email address and select 'Next'.

Welcome to SurePact

1 ☒ Signup 2 ☒ Verify 3 ☐ Submit

You will have received an email from SurePact with a one-time use verification code. Please enter the code in the field below to progress to the Registration Form.

Verification Code

309707

Didn't get a code? [re-send the code](#)

Next

4. Enter your 'First Name' and 'Last Name'. Please input the organisation ABN which will then auto populate registered information.

Please complete the following details before you submit your registration to Surepact.

First Name: [Redacted] Last Name: Hook

Email Address: [Redacted]

Are you Registering as:
☒ Organisation ☐ Individual

Does the Organisation have an ABN?
☒ Yes ☐ No

ABN: 56689910277

Organisation: [Redacted]
Enter the legal name of the Organisation

Trading Name: [Redacted]
Enter Trading Name

5. Enter the 'Registered Address' for the organisation, please select the appropriate auto populated address. You may enter the address manually if the correct address does not populate.

ABN: 56689910277

Organisation: Hookreations

Trading Name: Hookreations

Enter the trading name if different to legal name.

Registered Address:
171 Long [Redacted] [X]
171 Long Street, Queenstown, SA, 5014
171 Long Street, Cleveland, QLD, 4163
171 Long Street, South Toowoomba, QLD, 4350
171 Long Street, Warialda, NSW, 2402
171 Long Gully Road, McLaren Vale, SA, 5171
171 Long Street, Point [Redacted] QLD, 4655
171 Long Road, Pittsworth, QLD, 4356

☐ Enter address manually

6. Please input 'Your Organisation Role' and your 'Contact Number'.

56689510277

Organisation
Hookreations

Trading Name
Hookreations
Enter the trading name if different to legal name.

Registered Address
171 Long Street, Cleveland, QLD, 4163
Enter address manually

Start typing the address and choose a result, or enter address manually.

Your Organisation Role
Enter your role/job title

Contact Number
Enter Contact Number

Is your Organisation incorporated?
☐ Yes ☒ No

Incorporated Company Number
Enter Company Number

Incorporated Date
Select a date

7. Complete the relevant organisation incorporated fields and select 'Submit'.

Director

Is your Organisation incorporated?
☐ Yes ☒ No

Incorporated Company Number
Enter Company Number

Incorporated Date
Select a date

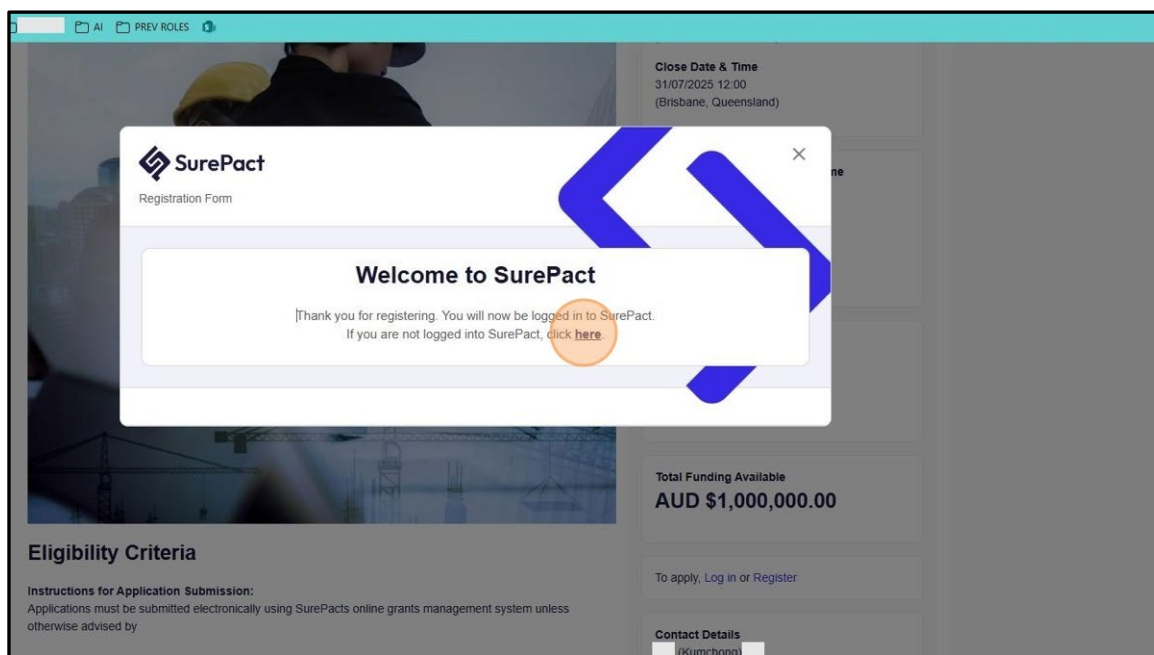
Privacy Collection Statement
By submitting this form, you acknowledge that you have read and understood the Privacy Collection Statement provided to you.
We collect your personal information to process your registration and for related administrative purposes. Your information will be handled in accordance with our privacy practices and will not be shared with third parties without your consent, except as required by law.
For more details on how we manage your data, please review our [Privacy Policy](#).

Submit

Submit an application [\(back to top\)](#)

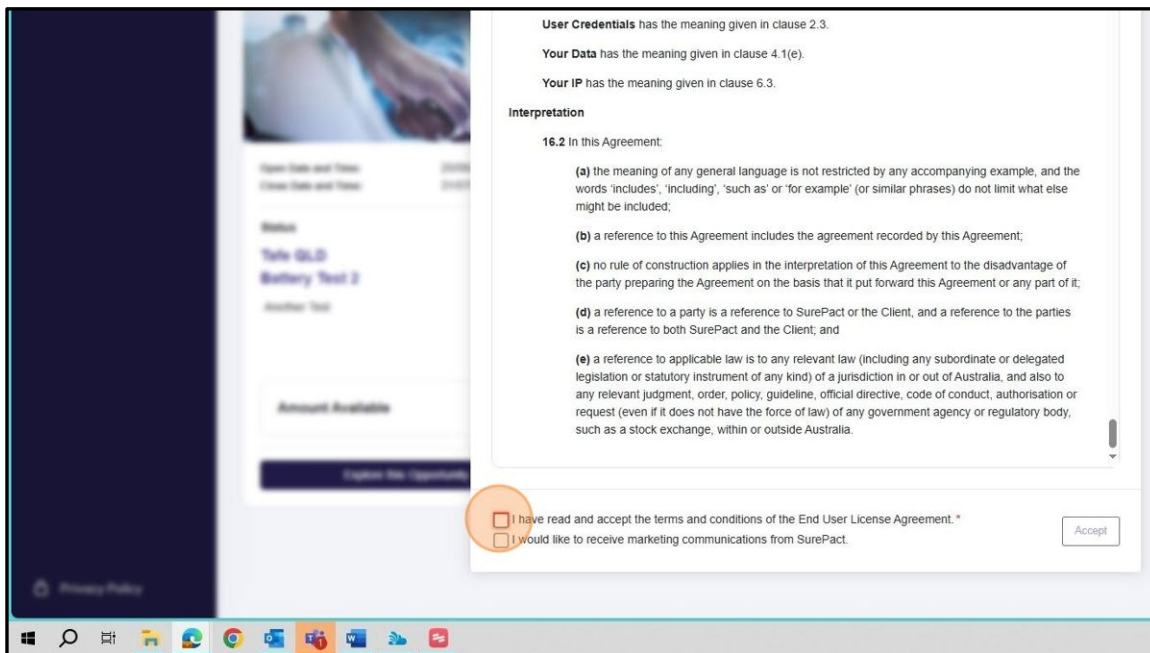
1. You are now a registered user of SurePact. Please select log in to commence a funding opportunity application.

Tip: The SurePact Application Portal enables applicants to start an application, save their progress, and return to complete it at a later time. Please ensure your application is submitted before the closing date of 11:59 PM (AEST) on July 31, 2025.



Tip: Supporting documents can be uploaded at the top of the application form. Please limit file sizes to 20MB per file in Word or PDF format only.

2. Please read through the terms and conditions and accept if you agree.



User Credentials has the meaning given in clause 2.3.

Your Data has the meaning given in clause 4.1(e).

Your IP has the meaning given in clause 6.3.

Interpretation

16.2 In this Agreement:

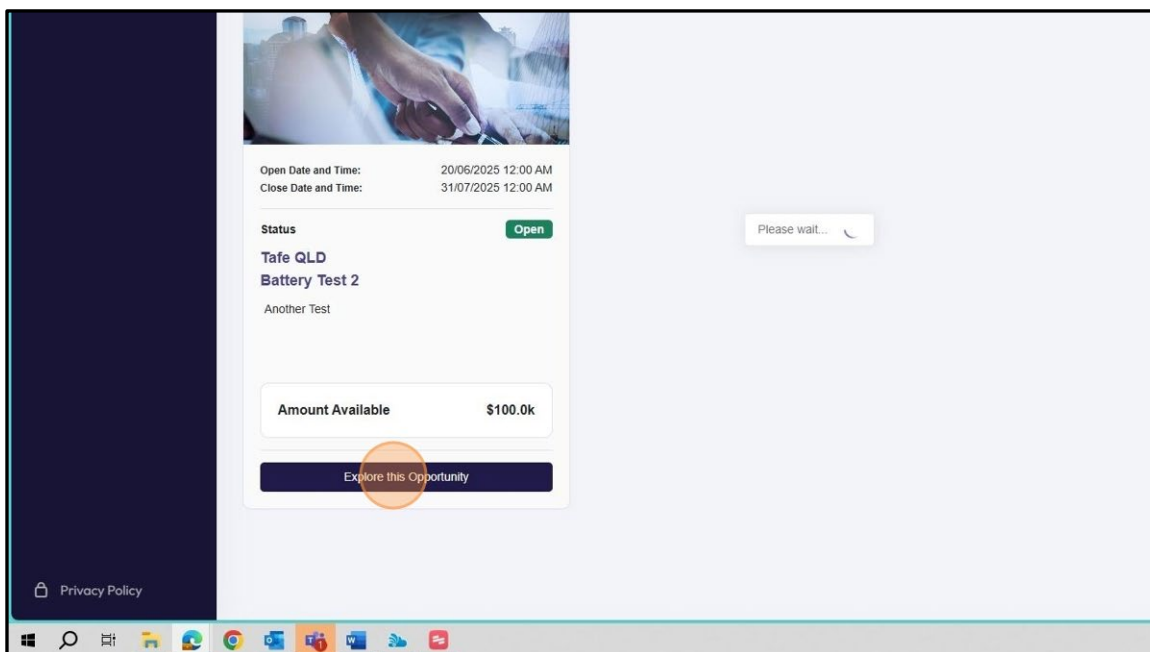
- (a) the meaning of any general language is not restricted by any accompanying example, and the words 'includes', 'including', 'such as' or 'for example' (or similar phrases) do not limit what else might be included;
- (b) a reference to this Agreement includes the agreement recorded by this Agreement;
- (c) no rule of construction applies in the interpretation of this Agreement to the disadvantage of the party preparing the Agreement on the basis that it put forward this Agreement or any part of it;
- (d) a reference to a party is a reference to SurePact or the Client, and a reference to the parties is a reference to both SurePact and the Client; and
- (e) a reference to applicable law is to any relevant law (including any subordinate or delegated legislation or statutory instrument of any kind) of a jurisdiction in or out of Australia, and also to any relevant judgment, order, policy, guideline, official directive, code of conduct, authorisation or request (even if it does not have the force of law) of any government agency or regulatory body, such as a stock exchange, within or outside Australia.

☐ I have read and accept the terms and conditions of the End User License Agreement. *

☐ I would like to receive marketing communications from SurePact.

Accept

3. Select 'Explore this Opportunity'.



Open Date and Time: 20/06/2025 12:00 AM
Close Date and Time: 31/07/2025 12:00 AM

Status **Open**

Tafe QLD
Battery Test 2
Another Test

Amount Available \$100.0k

Explore this Opportunity

Please wait...

4. Select 'Apply' to commence your application.

The screenshot shows a web application interface. On the left, there is a header image of hands holding a pen over a document. Below it, the text 'Eligibility Criteria' is followed by 'Instructions for Application Submission: Applications must be submitted electronically using SurePacts online grants management system unless otherwise advised by'. On the right, there are several information boxes: 'Publish Date' (20/06/2025 04:01:39 AM), 'Selection Process' (Open, Competitive), 'Co-contribution Required?' (No), 'Total Funding Available' (AUD \$1,000,000.00), and 'Contact Details' (Kumchong). A large orange 'Apply' button is prominently displayed. At the bottom right, there is a help icon (question mark) and a timestamp '10:16 AM 24/06/2025'.

5. Please read Question 1a and 1b carefully before progressing.
Section 2 does not require input. These fields will pre-populate.

The screenshot shows the 'Submission' stage of the application process. A sidebar on the left lists the stages: 1 Submission, 2 Agreement, and 3 Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note. Below this, there are tabs for 'Application Round' and 'Application Round Result'. The main content area is divided into sections: '1. Before you begin', '1a. Use of Information', and '1b. Application Meets Eligibility Criteria'. Section 1a contains text about the use of information and a checkbox for consent. Section 1b contains text about the application meeting eligibility criteria and a list of documents to read. At the bottom left, there is a 'Privacy Policy' link. The Windows taskbar is visible at the bottom of the screen.

6. Organisation details will pre-populate.

The screenshot shows a web application interface for the 'Submission' stage. On the left, a sidebar contains three steps: 1. Submission (active), 2. Agreement, and 3. Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note about saving changes. Below this, there are two tabs: 'Application Round' (selected) and 'Application Round Result'. The form section is titled '3. Your Organisation Details' and contains several pre-populated fields: 'Organisation Name' (Hookcreations), 'Organisation Type' (highlighted with an orange circle), 'Organisation Address', 'Organisation Primary Contact Name', and 'Primary Contact Email'. The bottom of the screen shows a Windows taskbar with various application icons.

7. Please provide the required details of your organisation.

The screenshot shows the same web application interface as in step 6, but with different fields highlighted. The 'Submission' stage is still active. The 'Application Round' tab is selected. The form section is titled '3. Your Organisation Details'. The 'Primary Contact Email' field is highlighted. Below this, there are four questions, each with radio button options for 'Yes' and 'No':
1. Does your organisation have a Receipt Created Tax Invoice (RCTI) Agreement? * (The 'Yes' option is highlighted with an orange circle).
2. Does your organisation operate as a not-for-profit? *
3. Is your organisation an Australian owned entity with the capacity to enter into a legally binding agreement? *
4. Is your organisation in possession of a banking account with an Australian financial institution? *
The bottom of the screen shows a Windows taskbar with various application icons.

8. Click 'Is your organisation in possession of a banking account with an Australian financial institution? *'

The screenshot shows the 'Applications' section of the TAFE Queensland portal. The 'Workflow Progress' sidebar on the left indicates the current stage is 'Submission' (1), with 'Agreement' (2) and 'Reporting' (3) following. The main content area is titled 'Submission' and includes a welcome message and an important note about saving changes. Below this, there are tabs for 'Application Round' and 'Application Round Result'. A red circle highlights the question 'Is your organisation in possession of a banking account with an Australian financial institution? *' with 'Yes' and 'No' radio buttons. Below this, there is a section for '4. Additional Contact Details' with fields for 'Additional Contact Name', 'Organisation Role', and 'Contact Email'. Further down, there is a section for '5. Applied Research Project Proposal' with a sub-section '5a. Project Information'.

9. Click 'Additional Contact Name'.

This screenshot shows the same 'Submission' stage of the TAFE Queensland portal. A red circle highlights the 'Additional Contact Name' field in the '4. Additional Contact Details' section. The 'Workflow Progress' sidebar on the left remains the same. The main content area includes the same welcome message and important note. The 'Application Round' and 'Application Round Result' tabs are still present. Below the 'Additional Contact Details' section, the '5. Applied Research Project Proposal' section is visible, including the '5a. Project Information' sub-section with a 'Project Title' field (limited to 15 words) and a 'Project Summary' field.

10. Please input any additional internal contacts required for this application.

Submission
Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Submit' button when ready. Please note, you can only submit once.
Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round Application Round Result

4. Additional Contact Details

If you would like to add an additional contact person from your Organisation that is authorised to communicate with TAFE Queensland regarding your application, please be aware they are bound by the consent to Use of Information.

Additional Contact Name	Organisation Role	Contact Email	Contact Number
	Operations Manager		

5. Applied Research Project Proposal

For an overview of the type of information that should be included in the Project Proposal, please refer to Guides for Writing Proposals.

5a. Project Information

Project Title *
Limit to 15 words

Project Summary *
Limit to 200 words

Project Start Date * **Project End Date ***
* For Stream 3, End Date must not be more than 6 months

5b. Personnel

Enter the names of personnel who will contribute to the project and research.
Please include their organisation role and attach CV's in the Supporting Documents section.

Project Lead / Chief Investigator * **Co-investigators**

10:18 AM
24/06/2025

11. Please complete each required field for the project proposal. Word limits have been outlined to provide guidance.

Workflow Progress

Applicant	Funds Requested	Funds Approved	Projects	Funds Spent	Program Start Date
Hookcreations	\$0.00	\$0.00	0	\$0.00	20/06/2025

Submission
Prepare and review your funding application.

Agreement **Reporting**

5a. Project Information

Project Title *
Limit to 15 words

Project Summary *
Limit to 200 words

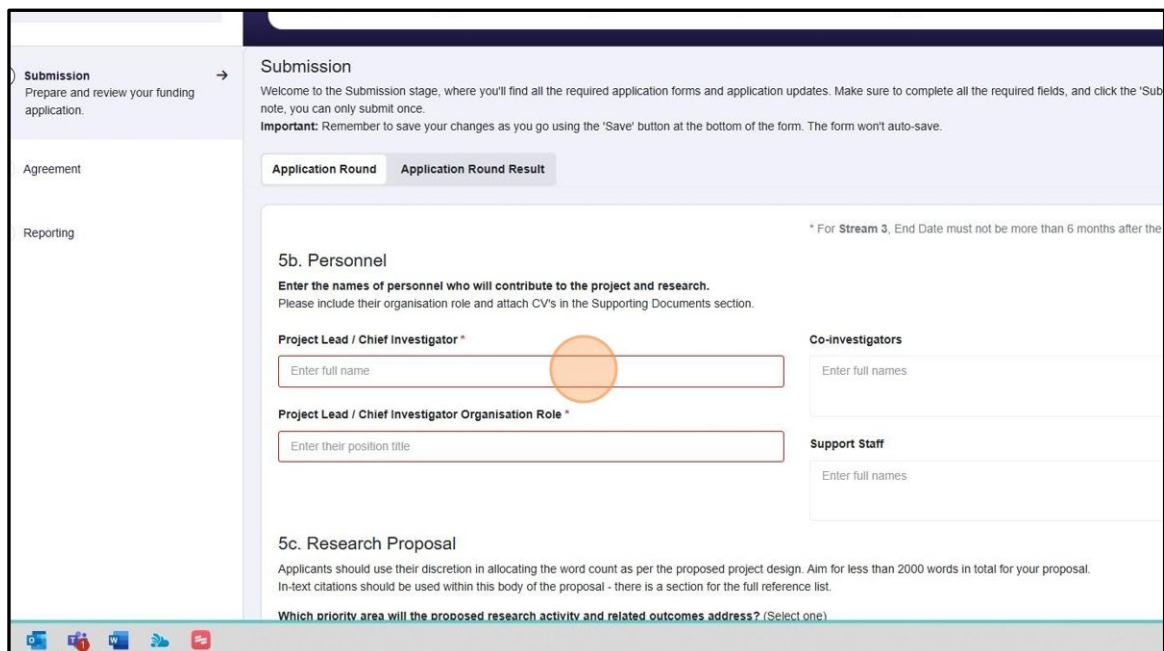
Project Start Date * **Project End Date ***
* For Stream 3, End Date must not be more than 6 months

5b. Personnel

Enter the names of personnel who will contribute to the project and research.
Please include their organisation role and attach CV's in the Supporting Documents section.

Project Lead / Chief Investigator * **Co-investigators**

12. Please input the 'Project Lead / Chief Investigator', 'Co-Investigator' and other 'Support Staff' details.



Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Submit' button when ready. Please note, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

5b. Personnel

Enter the names of personnel who will contribute to the project and research. Please include their organisation role and attach CV's in the Supporting Documents section.

Project Lead / Chief Investigator *

Enter full name

Project Lead / Chief Investigator Organisation Role *

Enter their position title

Co-investigators

Enter full names

Support Staff

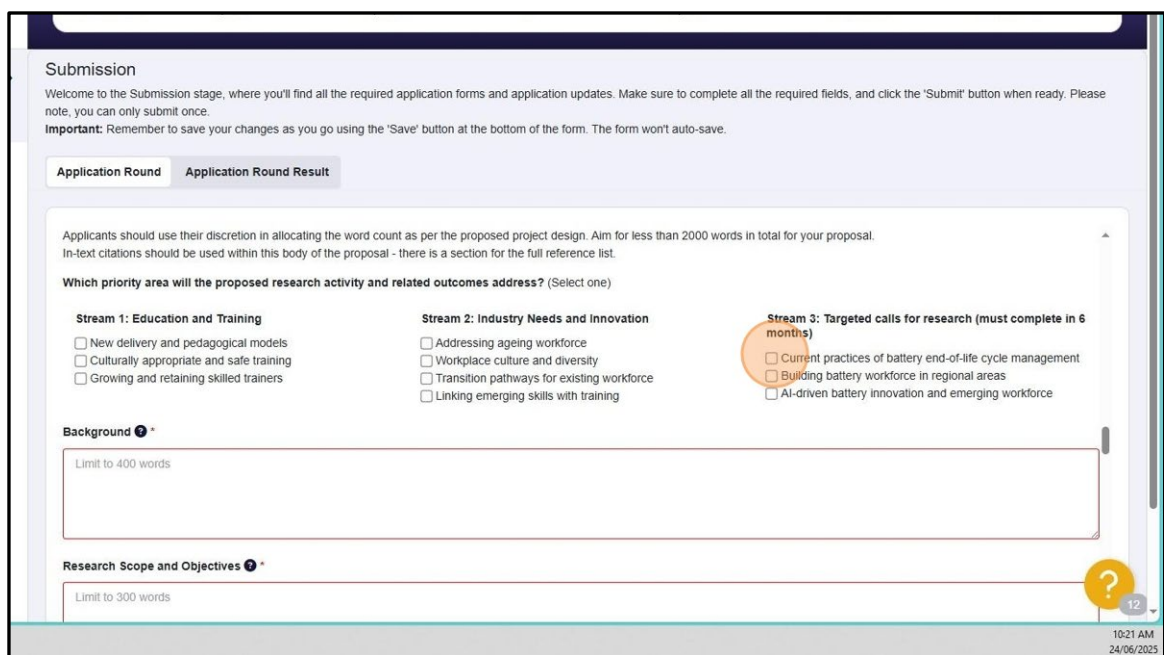
Enter full names

5c. Research Proposal

Applicants should use their discretion in allocating the word count as per the proposed project design. Aim for less than 2000 words in total for your proposal. In-text citations should be used within this body of the proposal - there is a section for the full reference list.

Which priority area will the proposed research activity and related outcomes address? (Select one)

13. Select the Stream appropriate to your project proposal.



Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Submit' button when ready. Please note, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

Applicants should use their discretion in allocating the word count as per the proposed project design. Aim for less than 2000 words in total for your proposal. In-text citations should be used within this body of the proposal - there is a section for the full reference list.

Which priority area will the proposed research activity and related outcomes address? (Select one)

Stream 1: Education and Training

- ☐ New delivery and pedagogical models
- ☐ Culturally appropriate and safe training
- ☐ Growing and retaining skilled trainers

Stream 2: Industry Needs and Innovation

- ☐ Addressing ageing workforce
- ☐ Workplace culture and diversity
- ☐ Transition pathways for existing workforce
- ☐ Linking emerging skills with training

Stream 3: Targeted calls for research (must complete in 6 months)

- ☐ Current practices of battery end-of-life cycle management
- ☐ Building battery workforce in regional areas
- ☐ AI-driven battery innovation and emerging workforce

Background ? *

Limit to 400 words

Research Scope and Objectives ? *

Limit to 300 words

10:21 AM
24/06/2025

14. Please outline the 'Research Questions', 'Methodology' and 'Research Limitations' for your proposal.

The screenshot shows the 'Submission' stage of an application process. On the left, a sidebar lists the steps: 1. Submission (active), 2. Agreement, and 3. Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note: 'Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.' Below this, there are two tabs: 'Application Round' and 'Application Round Result'. The 'Application Round' tab is active, showing three text input fields: 'Research Questions *' (with a 'Limit to 200 words' note), 'Methodology *' (with a 'Limit to 400 words' note), and 'Research Limitations *' (with a 'Limit to 150 words' note). A blue circle highlights the 'Research Questions' field.

15. Please outline the 'Outputs and Timeframes', 'Dissemination Strategies', and a 'Citations/Reference List' for the project proposal.

The screenshot shows the 'Submission' stage of an application process. On the left, a sidebar lists the steps: 1. Submission (active), 2. Agreement, and 3. Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note: 'Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.' Below this, there are two tabs: 'Application Round' and 'Application Round Result'. The 'Application Round' tab is active, showing three text input fields: 'Dissemination Strategies *' (with a 'Limit to 200 words' note), 'Citations / Reference List', and '6. Ethics and Risk Mitigation' (with a sub-section '6a. Human Research Ethics' and a note: 'Ethical approval must be sought for research that involves human participants, their data, biospecimens, or observations about them. The approval must be...'). A blue circle highlights the 'Dissemination Strategies' field.

16. Please read and acknowledge the 'Ethics and Risk Mitigation' requirements.

1 Submission → Prepare and review your funding application.

2 Agreement

3 Reporting

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and note, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

6. ETHICS AND RISK MITIGATION

6a. Human Research Ethics

Ethical approval must be sought for research that involves human participants, their data, biospecimens, or observations about organisations. Should Applicant or Partner organisations not establish the procedure for human research ethics clearance, Applicant must seek approval from the relevant Research Ethics Committees (HREC).

☐ I understand my requirement to provide the TCE CEB the evidence of ethics approval, or exemption, via Request to Research Ethics Committees (HREC).

6b. Risks and Mitigation Strategies

Identify any risks associated with the research. Define mitigation strategies to handle identified risks. Please use the TCE CEB Applied Research Project Risk Management Plan template and attach the completed template to the Supporting Documents section.

7. Proposed Funding Amount and Allocations

What is the total funding amount for your project. *

Provide a breakdown of your budget allocations by completing the Other income – full budget detail template and attach to the Supporting Documents section.

17. Please note the total amount of funding you are seeking.

1 Submission → Prepare and review your funding application.

2 Agreement

3 Reporting

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and note, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

6b. Risks and Mitigation Strategies

Identify any risks associated with the research. Define mitigation strategies to handle identified risks. Please use the TCE CEB Applied Research Project Risk Management Plan template and attach the completed template to the Supporting Documents section.

7. Proposed Funding Amount and Allocations

What is the total funding amount for your project. *

Provide a breakdown of your budget allocations by completing the Other income – full budget detail template and attach to the Supporting Documents section.

8. Governance

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years? *

☐ Governance Investigation of relevant person(s)

☐ Any business failure of relevant person(s), including business failure of entities in which they hold, or held at the time of the event, a management or board position

☐ Include a Court Order or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership

☐ Bankruptcies of relevant person(s)

☐ Bankruptcy proceedings, including part IX Debt Agreement, or Part X Insolvency Agreements, against relevant person(s)

☐ Litigation against relevant person(s) including judgement debts

18. Please read and acknowledge all governance questions.

1 Submission

Prepare and review your funding application.

2 Agreement

3 Reporting

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all required information. Once you have completed the form, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round

Application Round Result

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events

- ☐ Governance Investigation of relevant person(s)
- ☐ Any business failure of relevant person(s), including business failure of entities in which they hold, or held at the time of the Activity, including a Court Order or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership
- ☐ Bankruptcies of relevant person(s)
- ☐ Bankruptcy proceedings, including part IX Debt Agreement, or Part X Insolvency Agreements, against relevant person(s)
- ☐ Litigation against relevant person(s) including judgement debts
- ☐ Been convicted of any crime
- ☐ None of the above apply and there is no adverse information on any relevant person associated with this entity

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years

- ☐ Governance Investigation of your organisation or related entities
- ☐ Litigation or liquidation proceedings
- ☐ A contract with your entity terminated by the other party
- ☐ Contingent liabilities of a material amount
- ☐ Overdue tax liabilities
- ☐ Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections and enforcement proceedings
- ☐ Any significant change in your entity's financial position not reflected in the financial statements provided
- ☐ Any other particulars which are likely to adversely affect your capacity to undertake this project
- ☐ None of the above events apply and there is no adverse information on my entity

19. Please declare any potential or perceived 'Conflicts of Interest'.

1

Submission

Prepare and review your funding application.

→

2

Agreement

3

Reporting

Hookreations

\$0.00

\$0.00

0

\$0.00

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required information. Once you have completed the form, you can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round

Application Round Result

9. Conflict of Interest

Does the Applicant have any conflicts of interest that may occur related to or from submitting this application?

If yes, please provide details

10. Declaration

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Grant Opportunity Guidelines.
- I have read, understood and agree to the general terms of the Grant Letter of Offer, should this Application be successful.
- I have read, understood and agree to the information provided in this Application being used for the purposes detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to be included in the Application.
- I give consent to the TAFE Queensland Centre of Excellence Clean Energy Batteries to make public the details of this Application and the funding received.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. All correspondence constitutes a valid and legally binding method for interacting under the grant agreement and the Electronic Transactions Act 1999.

☐ I understand and agree to the declaration above. *

20. Please read and acknowledge the 'Declaration'.

The screenshot shows the 'Submission' stage of the application process. On the left, a sidebar lists the steps: 1. Submission (active), 2. Agreement, and 3. Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note about saving changes. Below this, there are two tabs: 'Application Round' and 'Application Round Result'. The '10. Declaration' section contains a list of statements to be agreed to, followed by a checkbox labeled 'I understand and agree to the declaration above. *'. The '11. Signature' section follows, with a note that the declaration must be signed by an authorised representative of the Applicant. Below this, there are input fields for 'Full name of Authorised Representative *' and 'Position of Authorised Representative *'. A red circle highlights the checkbox in the Declaration section.

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Save' button at the bottom of the form. You can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

10. Declaration

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Grant Opportunity Guidelines.
- I have read, understood and agree to the general terms of the Grant Letter of Offer, should this Application be successful.
- I have read, understood and agree to the information provided in this Application being used for the purposes detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for the information to be used and disclosed as detailed in the Use of Information.
- I give consent to the TAFE Queensland Centre of Excellence Clean Energy Batteries to make public the details of this Application.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreed terms. These correspondences constitute a valid and legally binding method for interacting under the grant agreement and the Electronic Transfer of Funds.

☐ I understand and agree to the declaration above. *

11. Signature

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the consortium).

The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

Full name of Authorised Representative *

Position of Authorised Representative *

Signature *

21. Please input the 'Full Name' and 'Position of the Authorised Representative'.

The screenshot shows the 'Submission' stage of the application process. On the left, a sidebar lists the steps: 1. Submission (active), 2. Agreement, and 3. Reporting. The main content area is titled 'Submission' and includes a welcome message and an important note about saving changes. Below this, there are two tabs: 'Application Round' and 'Application Round Result'. The '11. Signature' section contains a note that the declaration must be signed by an authorised representative of the Applicant. Below this, there are input fields for 'Full name of Authorised Representative *' and 'Position of Authorised Representative *'. A red circle highlights the 'Full name of Authorised Representative' input field.

Submission

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Save' button at the bottom of the form. You can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

☒ I understand and agree to the declaration above. *

11. Signature

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the consortium).

The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

Full name of Authorised Representative *

Position of Authorised Representative *

Signature *

22. The 'Authorised Representative' will need to provide a digital signature for the application. Please then select 'Submit'.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round Application Round Result

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

Full name of Authorised Representative *

Position of Authorised Representative *

Director

Signature *

Sign above

☒ I consent to the use of my electronic signature for the purposes of this application. *

Save Submit ? 12

10:24 AM
24/06/2025

23. Confirmation of Application Submission will be provided.

you can only submit once.
Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round Application Round Result

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

Confirm Application Submission

Are you sure you want to submit your application? Once submitted, your application and any supporting documents cannot be changed.

Yes No

Signature *

Sign above

☒ I consent to the use of my electronic signature for the purposes of this application. *

Save Submit ? 12

Alert: You will be unable to amend the application once submitted. Please contact the TAFE Centre of Excellence via email if you have identified an error in your application.

Clean Energy Batteries

CleanEnergyBatteriesTCE@tafeqld.edu.au

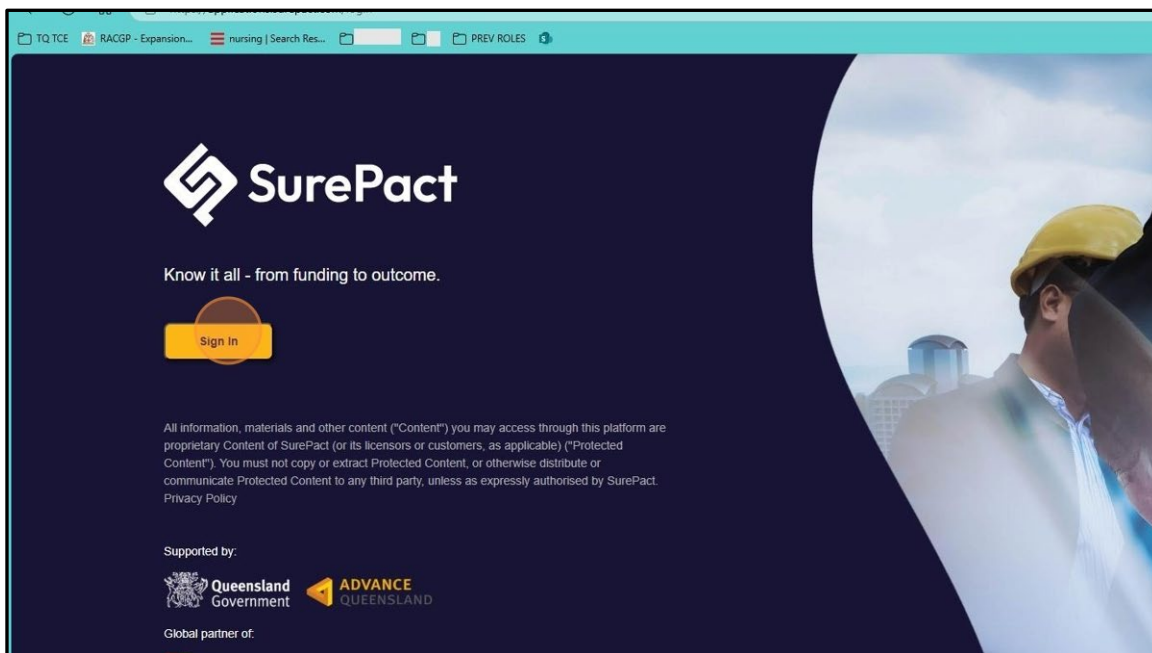
Health Care and Support

HealthCareSupportTCE@tafeqld.edu.au

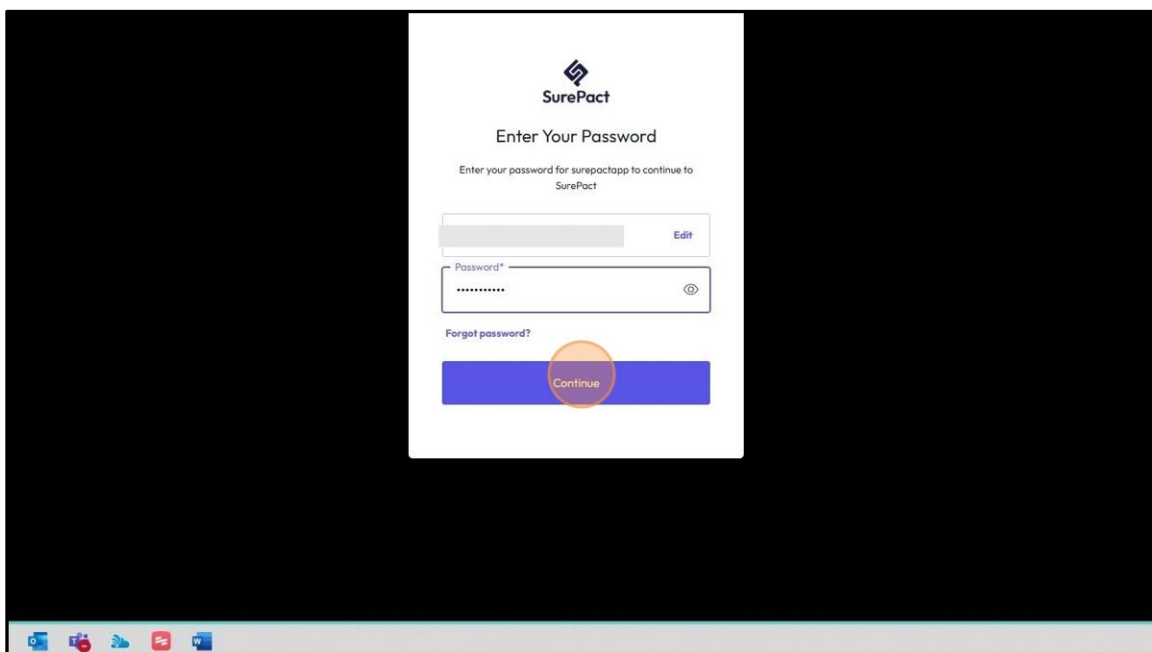
View application status [\(back to top\)](#)

Applicants are able to view the status of their application at any time following submission.

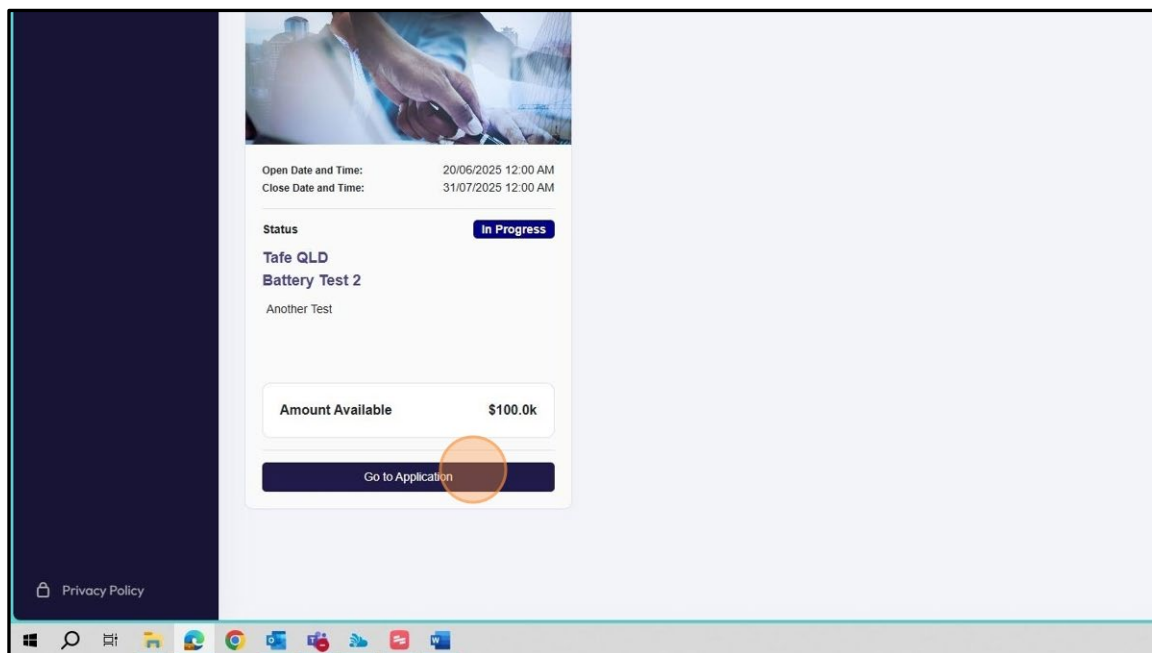
1. Access SurePact via the portal link available via the TAFE Centre of Excellence Applied Research website.



2. Log in using your credentials. Select 'Continue'.



3. Select 'Go to Application'.

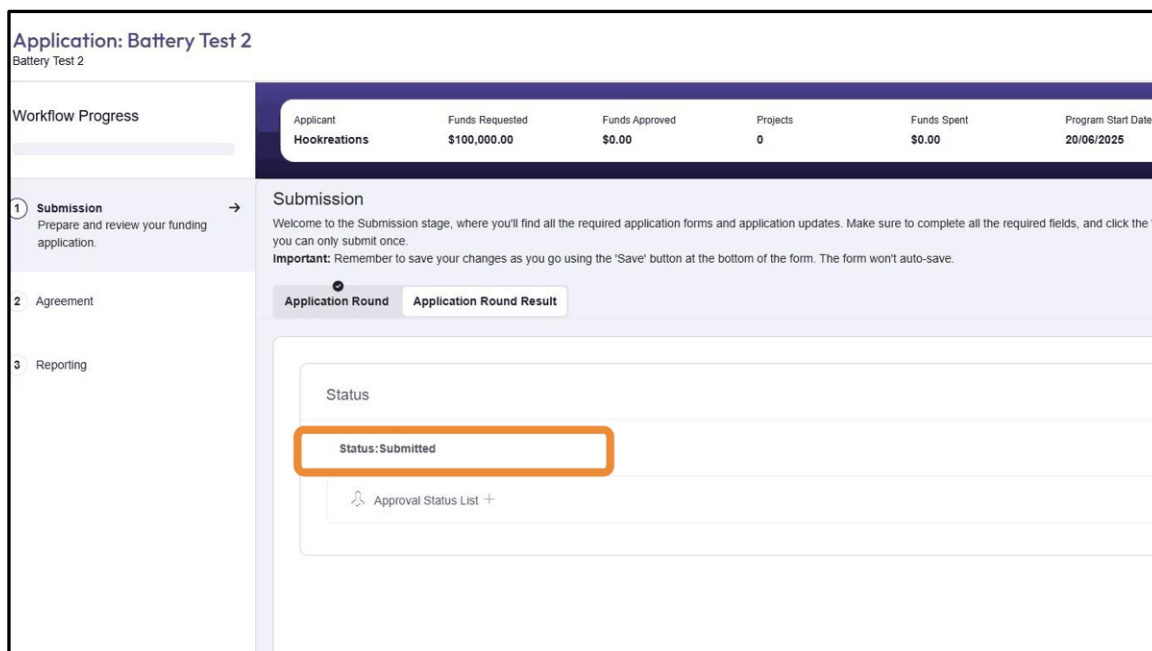


The screenshot shows a web application interface. On the left is a dark blue sidebar with a 'Privacy Policy' link at the bottom. The main content area has a light blue background. At the top, there's a header image of hands working. Below it, a white box contains the following information:

- Open Date and Time: 20/06/2025 12:00 AM
- Close Date and Time: 31/07/2025 12:00 AM
- Status: In Progress (in a blue box)
- Tafe QLD
- Battery Test 2
- Another Test
- Amount Available: \$100.0k
- Go to Application (button, highlighted with an orange circle)

At the bottom of the sidebar, there's a 'Privacy Policy' link with a lock icon. The Windows taskbar is visible at the very bottom.

4. You will now be able to view the status of your application.



The screenshot shows the 'Application: Battery Test 2' page. The header includes the title and a sub-header 'Battery Test 2'. Below the header is a table with the following data:

Applicant	Funds Requested	Funds Approved	Projects	Funds Spent	Program Start Date
Hookreations	\$100,000.00	\$0.00	0	\$0.00	20/06/2025

Below the table is a 'Workflow Progress' section with three steps: 1. Submission, 2. Agreement, and 3. Reporting. The 'Submission' step is selected and highlighted. To the right of the 'Submission' step is a 'Submission' section with the following text:

Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Save' button at the bottom of the form. You can only submit once.

Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Below this text are two tabs: 'Application Round' and 'Application Round Result'. The 'Application Round Result' tab is selected. Under this tab, there's a 'Status' section with a box containing the text 'Status: Submitted', which is highlighted with an orange box. Below this box is a link 'Approval Status List +'. At the bottom of the page, there's a 'TAFE Centres of Excellence' logo and a 'MAKE GREAT HAPPEN' logo.

5. Select 'Application Round' if you would like to view the submitted application.

Application: Battery Test 2
Battery Test 2

Workflow Progress

Applicant	Funds Requested	Funds Approved	Projects	Funds Spent	Program Start Date
Hookreations	\$100,000.00	\$0.00	0	\$0.00	20/06/2025

Submission
Prepare and review your funding application.

Submission
Welcome to the Submission stage, where you'll find all the required application forms and application updates. Make sure to complete all the required fields, and click the 'Save' button, you can only submit once.
Important: Remember to save your changes as you go using the 'Save' button at the bottom of the form. The form won't auto-save.

Application Round **Application Round Result**

You confirm that you have read and understood the entire grant opportunity package for the TCE CEB Applied Research Grants Program Round 1:

- Grant Opportunity Guidelines
- Frequently Asked Questions
- Application Form (this document)
- Template Letter of Offer

☐ I confirm that my application meets the eligibility criteria set out in Section 6 of the Grant Opportunity Guidelines *

2. Program and Application Information
Submit this completed application form and all necessary Supporting Documents by the closing date and time via the Application Portal. You should keep a copy of your documents. Receipt of applications will be acknowledged by email. If you do not receive an email acknowledging receipt of your application (automated or otherwise) within 5 business days, please contact the TCE CEB at CEB@tafeqld.edu.au.

TAFE Centre of Excellence Clean Energy Batteries (TCE CEB) may use the information provided to comply with Australian Government requirements to publish details of the TCE CEB website, inform the establishment of Agreements and inform future assessments. All information provided may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

If you have any questions about the opportunity or application process, please contact the TCE CEB at CEB@tafeqld.edu.au

Tip: You will receive email notifications as applications moves through the Assessment process.

If you have any questions or concerns, please contact the relevant TAFE Centre of Excellence:

Clean Energy Batteries CleanEnergyBatteriesTCE@tafeqld.edu.au

Health Care and Support HealthCareSupportTCE@tafeqld.edu.au