

Research translation for the disability support services workforce

This application form is to be used as a guide only. Applicants will be required to register and submit applications via the Application Portal: SurePact.

Questions marked with an * require a response.

1. Before you begin

1.1. Use of information

The TAFE Centre of Excellence Health Care and Support (the Centre) may use the information, other than personal information, provided in this application form to assist it to:

- Comply with the Australian Government requirements to publish the details of all grant recipients on the Centre's website and meet reporting requirements;
- Inform negotiating and establishing an agreement as it pertains to risks and issues that need to be addressed in the Grant Agreement for that program; and/or
- Inform future assessments for Applications.

Additionally, unsuccessful applications may be retained on file for a period of up to 18 months. During this time, applicants may be contacted regarding participation in pilot initiatives or considered for alternative funding opportunities administered by the funding body. Retention of applications does not guarantee future engagement or funding. Applicants who do not wish to be considered for future opportunities may opt out by notifying the Centre via email following the outcome of the grant round.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application. You can only apply if you agree to the use of the information you provide in this form for the purposes listed above and that you have read and acknowledged the [Privacy Policy](#), and all relevant material (including the Grant Opportunity Guidelines) as they related to the collection and handling of personal information.

When dealing with Personal Information (as defined in the Information Privacy Act 2009 (Qld)) in carrying out the Grant Activity, the Grantee must comply with the Relevant Provisions of the Information Privacy Act 2009 (Qld) in relation to the discharge of its obligations under this deed, as if it were an 'agency' for the purposes of that Act. 'Relevant Provisions' means Parts 1 and 2 of Chapter 2 and section 41 of the Information Privacy Act 2009 (Qld).

Please confirm your consent for the Centre to use the information provided in your application.

- ☐ I agree to TAFE Centre of Excellence Health Care and Support using information I provide in this application for the purposes listed above. *

1.2. Application eligibility

You confirm that you have read and understood the following documents for the research translation for the disability support services workforce grant opportunity:

- Grant opportunity guidelines;
- Essential support documents pack; and
- Frequently asked questions

☐ I confirm that my application meets the eligibility criteria set out in the [Grant opportunity guidelines](#)*

2. Program and application information

Please complete the online application form in full and upload all necessary supporting documents by the closing date and time via the application portal. You can save your application and any supporting documents in the application portal leading up to the application closing date/time. Receipt of applications will be acknowledged by email. If you do not receive an email acknowledging receipt of your application (automated or otherwise) within two (2) business days, please email HealthCareSupportTCE@tafeqld.edu.au.

The Centre may use this information provided to comply with Australian Government requirements to publish details of grant recipients on the Centre 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, contact the Centre via email at HealthCareSupportTCE@tafeqld.edu.au.

Program name: Research translation for the disability support services workforce

Application open date & time: 09:00am, 28 January 2026 (AEST)

Application close date & time: 11:00pm, 16 March 2026 (AEST)

3. Organisation details

Organisation name:

Organisation address:

Does your organisation operate as a not-for-profit?*

☐ Yes ☐ No

Is your organisation an Australian owned entity with the capacity to enter into a legally binding agreement?*

☐ Yes ☐ No

Is your organisation recognised as an Aboriginal Community-Controlled Organisation, and/ or Aboriginal Community-Controlled Health Organisation, and/ or Aboriginal Community-Controlled Registered Training Organisation?*

☐ Yes ☐ No

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

☐ Yes

☐ No

4. Contact details

4.1 Primary contact

The nominated primary contact is the authorised representative responsible for all communication with the Centre on behalf of the applicant. All email correspondence will be directed to this individual. If additional contacts are required at different stages of the application process, the primary contact must also nominate appropriate person for each stage. Note: the primary contact may be the same individual as the Chief Investigator (CI) and/or the Principal Investigator (PI) nominated below, or another authorised representative.

Primary contact name:

Primary contact role/ title:

Primary contact email:

Primary contact phone number:

4.2 Additional contact details

If you wish to nominate an additional authorised individual to communicate with the Centre regarding the application process, please note that this individual will also be bound by the consent to Use of Information (please refer to section 1.1 for more information).

Additional contact name:

Additional contact role/ title:

Additional contact email:

Additional contact phone number:

5. Applied research project proposal

For an overview of the type of information that should be included in the project proposal, please refer to the support guide for writing proposals available in the essential support document pack via <https://tafeqld.edu.au/tce-grants>.

5.1. Project information

Project title: [Limit to 15 words]*

Project summary: [Limit to 250 words]*

Project start date: [start date must be after 01 June 2026 and before 30 July 2026]*

Project end date: [project end date must be no later than 31 July 2027]*

5.2. Personnel

Enter the details of key personnel who will contribute to the research project. Please include their name, position title /organisation role, and contact details. Attach a copy of the resume of the Project Lead / Chief Investigator in the supporting documents section. Please **do NOT** include personal information such as date of birth, home address, phone numbers, or any identification numbers in the resume.

Project Lead/ Chief Investigator

Name: [insert full name]*

Organisation role/ title: [insert role]*

Contact email: [insert email address]*

Contact phone number: [insert contact number]*

☐ I have uploaded resume(s) for the Project Lead(s)/ Chief Investigator(s). *Please note, missing supporting documents will result in an ineligible application.*

Please include the details of each principal investigator / co-investigators for this project.

Principal investigator / Co-investigators

Please include the details of each principal investigator / co-investigators for this project

Name: [insert full name]*

Organisation role/ title: [insert role]*

Contact email: [insert email address]*

Contact phone number: [insert contact number]*

Support staff

Please list the name, organisation, and role/title for any identified support staff for this project:

Name: [insert full name]*

Role/ title: [insert role]*

Are any of the personnel listed above of Aboriginal or Torres Strait Islander origin?*

☐ Yes

☐ No

Do any of the personnel listed above have Lived Experience of the Disability sector?*

☐ Yes

☐ No

5.3. Partnership requirements

Enter the details of the organisation(s) you are partnering with to form this application*

This will need to be completed for each partner organisation who will be involved in the delivery of the proposed research project (i.e. if you partner with more than one (1) organisation you will need to complete the following fields for each organisation).

Partner organisation name: [Insert Organisation name]*

Partner organisation contact name: [Insert full name]*

Partner organisation contact email: [Insert email address]*

Roles and contributions of partnering organisation(s)

Please outline the roles, responsibilities, and/or contributions of the organisation partnering to deliver the proposed research project. Examples of the types of roles, responsibilities, and/or contributions for a partnership arrangement include the provision of in-kind support, research or sector expertise, access to pilot participants, workplace or site access, and/or cultural engagement. Please note that the overview provided in this section should reflect the information contained within the letter of support provided by the partnering organisation.

Response:[insert response]*

5.4. Letter(s) of support

Provide a letter of support for each partner organisation relevant to this application. A letter of support template is available in the essential support document pack via <https://tafeqld.edu.au/tce-grants>.

- ☐ I have uploaded a letter of support for each partner organisation listed above. *Please note, missing supporting documents will result in an ineligible application. **

5.5. Research proposal

For an overview of the type of information that should be included in the research proposal, please refer to the support guide for writing proposals available in the essential support document pack via <https://tafeqld.edu.au/tce-grants>.

Which priority area will the proposed research activity and related outcomes address?

*Please select one**

- ☐ **Stream 1:** Worker wellbeing
- ☐ **Stream 2:** Leadership and management
- ☐ **Stream 3:** Mentorship
- ☐ **Stream 4:** Work readiness
- ☐ **Stream 5:** Digital literacy

Background: [Limit to 400 words]*

Response:[insert response]*

Research scope and objectives: [Limit to 300 words]*

Response:[insert response]*

Key research questions: [Limit to 200 words]*

Response:[insert response]*

Methodology: [Limit to 400 words]*

Response:[insert response]*

Research outputs and timeline: [Limit to 350 words]*

Response:[insert response]*

Dissemination strategies: [Limit to 200 words]*

Response:[insert response]*

Research limitations: [Limit to 150 words]* (Please ensure research limitations are also documented in the Risk Management Plan)

Response:[insert response]*

Citations/ Reference list: [No word limit]*

Response:[insert response]*

5.6. Marketing and communications

Embargo notice

The outcome of the Centre's Grants is under embargo until an official government announcement. This means you must not publicly share or promote your grant outcome until the embargo is lifted.

Collaborative media opportunity

To maximise the impact of the official announcement, grantees may be invited to collaborate with the Centre and government on media activities. Please provide a brief description of how your organisation could help promote or market your grant outcome. Include details such as location, timing, visual opportunity, and spokespeople. For example:

Our organisation can host a media event at our headquarters, 123 ABC Road. We have flexibility with the date and time. Our CEO Jane Smith and lead researcher John Jones will be available for interviews. We can offer a facility tour, and equipment and technology linked to our grant project can be filmed and photographed.

Response:[insert response]*

Contacts

Who should the Centre contact to discuss media opportunities and communications? By including the specific contacts in this section, it will ensure timely processing of requests for announcements of successful applicants.

Contact name: [insert full name]

Contact role/ title: [insert role]

Contact email: [insert email address]

Contact phone: [insert contact number]

Social Media Handles (optional)

To allow the Centre to share marketing opportunities on social media platforms, please provide your organisation's social media handles or links:

LinkedIn:

Facebook:

Instagram:

6. Ethics and risk mitigation

6.1. Human Research Ethics

Human research ethics (HRE) approval must be sought for all research that involves human participants, their data, biospecimens, or observations about them. HRE approval should, in the first instance, be sought from the applicant's or partner's organisation. Should neither organisation have a Human Research Ethics Committee (HREC), applicants should seek clearance through an [NHMRC registered Human Research Ethics Committees \(HREC\)](#). Please note that each HREC will have varying timeframes for application review and approval, and may have differing costings for their services.

- ☐ I understand my requirement to provide the Centre evidence of ethics approval, intention to seek ethics approval, or an exemption, via a HREC council *

6.2. Risks and mitigation strategies

Please use the risk management template provided in the essential support documents pack (available via: <https://tafeqld.edu.au/tce-grants>), to identify any risks, including research limitations, and related mitigation strategies.

- ☐ I have uploaded the completed Risk Management Plan. *Please note, missing supporting documents will result in an ineligible application.* *

7. Proposed funding amount and allowances

What is the total funding amount you are requesting for your project (excl GST)?*

Response:[insert response]*

Provide a breakdown of your project's budget allocations by completing the template provided in the essential support documents pack (available via: <https://tafeqld.edu.au/tce-grants>). Attach the completed template in the supporting documents section (top of the form).

- ☐ I have uploaded the Project Budget. *Please note, missing supporting documents will result in an ineligible application.*

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 five (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. Examples of a business failure 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
- ☐ 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 five (5) years.*

- ☐ Governance Investigation of your organisation or related entities
- ☐ Litigation or liquidation proceedings
- ☐ A contract with your organisation terminated by the other party
- ☐ Contingent liabilities of a material amount
- ☐ Overdue tax liabilities
- ☐ Factors which might impact on your organisation. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings
- ☐ Any significant change in your organisation'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 organisation.

9. Conflict of Interest

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

- ☐ Yes
- ☐ No

If yes, please provide details.

Response:[insert response]*

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 appear in this Application and for their personal information to be used and disclosed as detailed in the Use of Information.
 - I give consent to TAFE Centre of Excellence Health Care and Support to make public the details of this Application and the funding received, should this Application be successful.
 - I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for interacting under the grant agreement and the Electronic Transactions Act 1999 (Cth).
- ☐ 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 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: [Insert full name]*

Position of Authorised Representative: [Insert position]*

Signature: *

- ☐ I consent to the use of my electronic signature for the purposes of this application*

Applying for grants may feel overwhelming, especially for those new to the process or with varying levels of experience in grant writing. The TAFE Centre of Excellence Health Care and Support (the Centre) has prepared this support guide to assist applicants who may be unfamiliar with the process and to provide helpful details for those with prior experience. General tips for a competitive Grant submission include:

- Use plain language to ensure clarity and accessibility.
- Be specific and realistic with research aims and outputs, supported by a clear plan that demonstrates feasibility and impact.
- Use bullet points to present information succinctly.
- Clearly identify the potential of the research to generate new evidence and insights that inform best practice.

Understanding the assessment criteria

Each application is assessed and ranked against three (3) key criteria – overall project design, mapping the research to priority areas as contextualised by the selected stream and demonstrating capacity, capability and legacy outcomes. Take time to carefully read through these criteria and review your application against them before submission.

Section-by-section support guide

Contact details

Primary contact: The nominated primary contact is the authorised representative responsible for all communication with the Centre on behalf of the applicant. All email correspondence will be directed to this individual. If additional contacts are required at different stages of the application process, the primary contact must also nominate appropriate person for each stage. Note: the primary contact may be same individual as the Chief Investigator (CI) and/or the Principal Investigator (PI), or another authorised representative.

Additional contact details: If you wish to nominate an additional authorised individual to communicate with the Centre regarding the application process, please note that this individual will also be bound by the consent to Use of Information (as referenced in the Application Form).

Project title (15 words)

A title for the proposed research project should prioritise clarity. A clear title helps reviewers immediately understand what the project is about through indicating the area of research focus.

Project summary (250 words)

This section should provide application reviewers with a concise overview of the research proposal. It should include a problem statement that identifies the key issue or opportunity and explain its significance for the sector, linking this to the research objectives where appropriate. The summary should outline the research approach, such as the method for data collection, analysis, evaluation and specify the target cohort and research setting.

Personnel

This section requires the details of the personnel who will contribute to the research project including the Project Lead/Chief Investigator, the Principal Investigator/Co-investigators, and any supporting staff. Personnel details should include names, organisation and position titles.

This section also requires applicants to attach a copy of the resume of the Project Lead / Chief Investigator in the supporting documents section. Please ensure that personal information such as date of birth, home address, phone numbers, or any identification data are **removed** from the resume.

Partnership requirements and letter(s) of support

Section 5.3 of the application requires the details of the organisation(s) who will partner with applicants to deliver the proposed project. Section 5.4 of the application requires confirmation of a letter of support from each partnering organisation. The letter(s) of support must outline the roles, responsibilities, and/or contributions of the organisation(s) partnering for the proposed project. Examples of the types of roles, responsibilities, and/or contributions for a partnership arrangement include the provision of in-kind support, research or sector expertise, access to pilot participants, workplace or site access, and/or expert cultural engagement.

The following key elements should be included in each letter of support:

- Clear endorsement: the letter should explicitly state support for the project and application
- Organisational alignment: explain how the organisation's mission and expertise align with the proposed project, and will support the objectives of the research activity
- Specific contributions: detail how the partner organisation will work with the lead organisation to successfully complete the research project as per the roles, responsibilities, and/or contributions as set out in the application form
- Anticipated impact: describe the expected benefits of the project for the organisation, sector, or service user.
- Contact information: include details for follow-up or further engagement.

There is a letter of support template in this essential support documents pack available via <https://tafeqld.edu.au/tce-grants>. *Note: failure to provide a letter of support for each partner organisation will result in an ineligible application.*

Nominating a stream

Select the primary stream that your research proposal addresses (only one may be selected).

Background (400 words)

This section should justify the 'why' of the proposed project through clearly and critically synthesizing the evidence which describes the challenge, knowledge-gap, or opportunity, that the research will address. To support the research rationale, draw on evidence such sector-relevant statistics, government publications, industry reports, and quality, peer-reviewed literature. Ensure the evidence integrated into a coherent argument which demonstrates the significance of the problem, and the need for the proposed research.

Research scope and objectives (300 words)

This section should define the boundaries of the proposed research and its specific objectives. Clearly state the focus of the project and ensure the scope of the investigation is realistic and achievable within the timeframe. Research objectives should be precise, measurable and directly linked to the problem statement, demonstrating how they address the identified challenge or opportunity. Objectives can be expressed as action-orientated goals using measurable verbs such as 'develop', 'evaluate', or 'pilot'.

Key research questions (200 words)

This section should present the primary research questions which will guide the investigation. Questions should be clearly formulated, focused, and aligned with research objectives. They must also be specific enough to be answerable within the proposed methodology and timeframe, while collectively addressing the knowledge gap, challenge, or opportunity, earlier identified in the background.

Methodology (400 words)

This section should describe the research design and methods with sufficient detail to demonstrate feasibility and rigor. Explain how data will be collected, analysed, and interpreted, and justify why the method(s) are appropriate for the key research questions. Include details such as sampling strategies, data sources, and any materials or tools which will be used or developed. The methodology should evidence that the research design is robust, replicable, and can deliver valid findings. It is important that the method outlines ethical considerations for the project and how these will be managed.

Research outputs and timeline (350 words)

This section should outline the expected outputs of the research and provide a clear timeline for their delivery. Outputs must include compulsory reports. Outputs related to the project design may include tools for evaluation, such as surveys or workshop materials, and research findings and resources such as education and training frameworks, policy briefs, or peer-reviewed publications. Present the timeline in a sequence which maps key activities to milestones or phases, ensuring these align with the method and research objectives. The timeline should demonstrate project feasibility and effective management plans.

Dissemination strategies (200 words)

This section should demonstrate how the research outputs and findings will be shared to maximise their reach and impact. Consider the best methods for sector-relevant channels and presenting findings in accessible formats. It is important to demonstrate a commitment to knowledge translation and sector engagement. Dissemination may include community workshops, industry seminars, trade publications, digital media content, academic conferences, and/or journal articles for peer-review.

Research limitations (150 words)

This section should outline the potential limitations of the research and how they will be managed or mitigated. For example, it may identify constraints such as sample size, data availability, or contextual challenges that may impact findings. This section is an opportunity to demonstrate considered planning of the potential constraints and/or limitations and how they will be mitigated. Identified research limitations should be also addressed in the risk management plan.

Reference List

There is no word limit for referencing any cited sources throughout the proposal.

Supporting materials

The following supporting documents must be included to form a complete application submission:

- Risk Management Plan: what could go wrong, and how will you manage it?
- Budget: Clear, justified budget and value-for-money case
- Chief and Principal / Co-investigators Resume. Please do **not** include personal information such as your date of birth, home address, phone numbers, or any identification numbers in your resume.
- Letter(s) of support: description of project partner(s), if applicable, who they are, what they will contribute, and their role in delivery. A letter of support must be provided for each partner organisation.



Before you start

The budget template includes key elements for consideration and some examples of what may be included.

Income Source and Amount:

In this section, specify the total amount of funding you are requesting through the grant. Include any additional income sources that will support your proposed project, such as matching funds from your organisation or project partners, and any in-kind contributions. If no additional income is anticipated, state only the amount requested from the grant. Please ensure that all in-kind contributions listed in the application form are also documented in the grant budget submission.

Examples: grant funding request, other government funding, private sector funding, applicant contribution, in-kind contributions from a partner organisation

Expenditure Item and Amount:

List all costs associated with your proposal in this section. Include all relevant expenses necessary for the delivery of the project. For example, recruitment of research staff, stakeholder engagement, domestic travel and accommodation, promotional activities, dissemination of findings, and administrative costs. Provide detailed and transparent information. For instance, instead of simply stating “hire research assistant,” specify: “1 Research Assistant, 0.4 FTE for 1 year, Level 5, \$32,000”.

Examples: staff expenses, stakeholder engagement, travel/accommodation, resource development, promotion/dissemination of findings.

FY Expenditure:

This section requires you to specify the financial year(s) in which each expenditure item will be incurred.

Grant Funding Expenditure:

This section requires you to specify the portion of the expenditure amount that will be funded by the Grants. If the entire expenditure is to be covered by the Grants, then the Grant amount should match the expenditure amount. However, if the Grants will only partially fund the expenditure, please indicate only the amount that will be drawn from the Grant.

Total Income, Total Project Expenditure, and Total Grant Expenditure:

The totals will be the same if the Grants is the sole source of funding for the project. However, if other sources of income (financial or in-kind) are included, the total income must equal the total project expenditure. Additionally, the total grant expenditure must align with the amount of funding requested.

Budget Exemplar (Funding request of \$212,000.00)

Income Source	Income amount (excl. GST)	Expenditure item	Expenditure amount (excl. GST)	FY Expenditure (2025/26 FY or 2026/27 FY)	Grant funding expenditure
Grant Funding	\$75,000.00	Project Manager (0.6 FTE, 12 months)	\$75,000.00	2025/2026	\$75,000.00
In-kind - University of Oz	\$60,000.00	Senior Research Fellow (0.5 FTE, 12 months)	\$60,000.00	2025/2026	\$0.00
In-kind - University of Oz	\$40,000.00	Research Assistant (0.4 FTE, 12 months)	\$40,000.00	2026/2027	\$0.00
Grant Funding	\$65,000.00	External Web Designer for training platform	\$65,000.00	2026/2027	\$65,000.00
Grant Funding	\$10,000.00	Transcription costs	\$10,000.00	2025/2026 & 2026/2027	\$10,000.00
Grant Funding	\$20,000.00	Domestic Travel - training delivery	\$20,000.00	2025/2026	\$20,000.00
Grant Funding	\$12,000.00	Indigenous & CALD Consultation and Engagement	\$12,000.00	2025/2026	\$12,000.00
Grant Funding	\$15,000.00	Educator costs	\$15,000.00	2026/2027	\$15,000.00
Grant Funding	\$5000.00	Ethics Application	\$5000.00	2026/2027	\$5000.00
Grant Funding	\$10,000.00	Contingency (approx. 5%)	\$10,000.00	2026/2027	\$10,000.00
TOTAL INCOME (excl. GST)	\$312,000.00	TOTAL PROJECT EXPENDITURE (must match total income) (excl. GST)	\$312,000.00	TOTAL GRANT EXPENDITURE (must match funding request)	\$212,000.00

Budget Template

Income Source	Income amount (excl. GST)	Expenditure item	Expenditure amount (excl. GST)	FY Expenditure (2025/26 FY or 2026/27 FY)	Grant funding expenditure
TOTAL INCOME (excl. GST)	\$	TOTAL PROJECT EXPENDITURE (must match total income) (excl. GST)	\$	TOTAL GRANT EXPENDITURE (must match funding request)	\$

Risk management plan

This document has been designed to support applicants to develop a risk management plan to be included with all grant applications.

This document includes:

- Definitions;
- Examples of risks;
- A risk management plan exemplar; and
- A risk management plan template.

Definitions

Risk

A risk is defined as the probability or threat of damage, injury, loss, or other negative outcomes that may arise from internal or external factors.

Risk identification

Risk identification is the initial phase of the risk management process. It involves recognising and recording potential risks that may affect the project progress, the achievement of objectives, or its overall success.

Risk impact

Risk impact refers to the potential outcomes or consequences that a risk event may have on the project progress, achievement of objectives, and overall success.

Risk control measures

Risk control relates to a current process, policy, device, practice, or any other action designed to modify a risk. Examples of control measures include checklists, meetings, procedures manual, contingency plans, audits, and agreements in place.

Risk treatment/ mitigation

Risk treatment or mitigation, is an additional, planned activity or actions to address a risk, which is not yet implemented. Examples of risk treatments or mitigations may include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment/ mitigation has been implemented it becomes a risk control measure.

Effectiveness of treatment/ mitigation strategies

An adequate control measure implies that the risk is well managed, and no further treatments/ mitigations are required. A marginally effective control implies that a treatment/mitigation is not necessary. This may depend on the level of risk. Inadequate control measures imply that treatment/ mitigation strategies are necessary.

Likelihood

Likelihood is the chance that something might happen. Rate the likelihood of the identified risk occurring with the control measures in place.

Likelihood ratings are: Almost certain, Likely, Possible, Unlikely or Rare.

Consequences

A consequence is the outcome of an event that influences objectives. Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place.

Consequence ratings are: Insignificant, Minor, Moderate, Major, or Catastrophic.

Current risk rating

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	Low	Medium	High	Extensive	Extensive
	Likely	Low	Medium	High	High	Extensive
	Possible	Low	Medium	Medium	High	Extensive
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Examples of risk

Risk	Likelihood	Impact	Mitigation strategies
Involvement of vulnerable population	Rare Unlikely Possible Likely Almost Certain (Choose an item)	Low Medium High	Demonstrate efforts to ensure research integrity, the application of the Centre's Culturally Appropriate and Safe Training Framework , if applicable, and plans for approval from a Human Research Ethics Committee, either attached to your institution or an external provider registered with and/or recognized by the NHMR . A copy of ethics approval should be provided to the Centre.
Fieldwork and/or travel	Rare Unlikely Possible Likely Almost Certain (Choose an item)	Low Medium High	Ensure project team completes fieldwork/travel safety training or equivalent at applicant's institutions Monitor environmental impacts that could impact travel.
Delays in recruitment of staff	Rare Unlikely Possible Likely Almost Certain (Choose an item)	Low Medium High	Demonstrate realistic understanding of what can be achieved within the permitted timeframe and budget Review your existing workforce resources and identify reprioritisation strategies to meet project timeframes.
Budget shortfalls	Rare Unlikely Possible Likely Almost Certain (Choose an item)	Low Medium High	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies Maintain regular review processes and/or procedures to monitor actual expenses for the project.
Operational demands lead to delays to the timely delivery of project	Rare Unlikely Possible Likely Almost Certain (Choose an item)	Low Medium High	Ensure that all parties have agreed to a realistic project plan, timeline, and budget.

Risk management plan exemplar

Risk #	Risk identification <i>What event(s) can happen and how it can happen</i>	Risk impact <i>What are the effects if it does happen</i>	Risk controls <i>What controls are currently in place</i>	Likelihood	Consequence	Current risk rating	Acceptable/ Unacceptable	Proposed mitigation strategies
1	Delays in receiving grant funding	Delays to receive funding may delay the commencement of project activities	1. Maintain communication with funding providers to understand likelihood of payment delays	Possible	Moderate	Medium	Acceptable	1. Determine activities that align with in-kind contributions that could commence before receiving grant funding. 2. Determine other activities that could commence before receiving grant funding.
2	Delay aligned to recruitment of key project team members.	Recruitment delays will delay project commencement	1. Recruitment to commence upon successful notification from grant provider. 2. Job descriptions and recruitment requirements planned as part of project proposal	Likely	Major	High	Acceptable	1. Identified in-kind FTE can be stood up immediately to support commencement of project activities.
3	Participant recruitment	Inadequate participation rates will impact pilot implementation and the reliability of outcomes	1. Recruitment of participants to be split across four (4) industry partners to account for operational pressures. 2. Recruitment will be split across four (4) locations to ensure a single site does not exceed capacity	Possible	Major	High	Acceptable	1. If participant numbers fall below the minimum requirement of fifty, additional participants will be sourced. 2. Project team will refer to the secondary industry partner list to source additional participants quickly. Noting, secondary partners understand the pilot requirements and are ready to identify additional participants if called upon to do so.
4	Budget	Overspend of budget may impact the delivery and outcomes of project	1. Project Manage to ensure Budget is allocated and managed appropriately. 2. Internal progress and budget reports to be reviewed to limit overspend opportunities	Unlikely	Moderate	Medium	Acceptable	1. Considerable overspend of budget will require a review of resource allocations and re-allocations as required. 2. Finance manager to have full oversight of budget activities to provide additional support where required.
5	Withdrawal of Partner organisations	Project delays and risk to project success and completion	1. Maintain consistent communication to maintain partner engagement and participation. 2. Explore succession planning with partner organisations to identify possible back fill opportunities	Unlikely	Moderate	Low	Acceptable	1. Risk Register to be maintained with contingency plans in place should a partner organisation withdraw from the project. 2. Identification of alternate partner organisation to source pilot participants if required.

Risk management plan template

Complete the risk management plan using the information provided on pages 1 and 2. Add all risks which you have identified. Consider risks relevant to the proposed grant activity, such research project limitations, your organisation, and your context of operation (the geographic and community setting, available infrastructure, other organisations, etc.).

Risk #	Risk Identification <i>What event(s) can happen and how it can happen</i>	Risk Impact <i>What are the effects if it does happen</i>	Risk Controls <i>What controls are currently in place</i>	Likelihood	Consequence	Current risk rating	Acceptable/ Unacceptable	Proposed Mitigation Strategies
1				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
2				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
3				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
4				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
5				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
6				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
7				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
8				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
9				Choose an item.	Choose an item.	Choose an item.	Choose an item.	
10				Choose an item.	Choose an item.	Choose an item.	Choose an item.	

Letter of support template

This template is provided to assist applicants in demonstrating a genuine research partnership within their project proposal. Applicants may submit letters of support in an alternative format if preferred.

Each letter of support should confirm the research partnership and align with the information provided in the application form submitted by the lead organisation. It should include an overview of the partnering organisation's key roles and responsibilities. If the project involves multiple partner organisations, a separate letter of support is required from each.

A strong letter of support can significantly strengthen a grant application by showcasing meaningful collaboration and sector relevance. The following elements are recommended:

1. **Clear Endorsement:** Explicitly state support for the project and application.
2. **Organisational Alignment:** Explain how the organisation's mission and expertise align with the project objectives.
3. **Specific Contributions:** Outline what the organisation will provide, such as resources, expertise, data, or pilot participants.
4. **Anticipated Impact:** Describe the expected benefits for the sector, community or workforce.
5. **Contact Information:** Include details for follow-up or further engagement.

Date: [date]

To: [Recipient name and title]

Subject: Letter of Support – [Project title]

Dear [Project Lead / Chief Investigator],

On behalf of [organisation], please accept this letter as [endorsement/ agreement] of [our support for / participation in] the proposed research project, "[project title]", as led by [Project Lead / Chief Investigator] from [organisation].

As a [brief description of organisation / services / expertise being provided], we are well-placed to support the objectives of [the proposed project], due to [demonstrate alignment].

As such, we are committed to supporting the research in the following ways [detail specific roles, responsibilities, and/or contributions, such as those exemplified below]:

- Participating in co-design for research materials
- Providing physical delivery sites, networks / participants / research expertise, assets / data.

These arrangements will support the key objectives of the [research project] through [describe how the contributions will support the proposed research / sector / service user].

[Name]

[Position]

[Organisation name]

[Contact information]





(Salutation, First Name, Surname PI / CI)
(Faculty (if applicable))

Organisational Name

Street/Postal Address)
(SUBURB STATE POSTCODE)

Dear (Salutation and Surname),

LETTER OF OFFER

The TAFE Centre of Excellence Health Care and Support offers ***[insert full name of grant recipient and ABN]***, an Applied Research Grant (Grant). The offer, under the round for Research translation for the disability support services workforce is for \$ ***[insert grant amount]*** total (excl. GST), to undertake the proposed research, ***[insert research project title]*** and Grant Activity as set out in the attached Grant Schedule.

To accept this offer and enter into an agreement with the TAFE Centre of Excellence Health Care and Support, you must complete, sign, and submit this Letter of Offer to the Centre via email by ***[insert date]***, otherwise this offer will lapse. By providing a signed copy by this date, this Letter, and the Agreement Conditions will form a legally enforceable agreement between TAFE Queensland and ***[insert grant recipient]***.

Please note, this Letter of Offer, and any acceptance thereof, must remain strictly **confidential**. Details of your successful grant application is subject to **embargo** until an **official government announcement** is made public. Please ensure that any stakeholders and partners connected to your application are aware of the embargo.

If you have any questions about this offer, please contact HealthCareSupportTCE@tafeqld.edu.au.

Yours Sincerely,

(Body)

(Closing Paragraph)

(Contact Paragraph)

Grant Schedule

Purpose of the Grant

This Grant, provided under the funding round titled Research translation for the disability support services workforce, is awarded for the purpose of facilitating applied research projects that respond to the critical skills needs for the disability support services workforce. The outcomes of the Grant will contribute to achieving both Commonwealth and state government policy objectives, which benefit the public, through supporting innovative research which provides solutions to industry needs, and empowers health care sectors workers, and improves the quality of service.

The Grantee agrees to use the Grant monies and undertake each Activity in accordance with this Agreement.

Grant Activity

[Insert a full description of the Activity to be undertaken throughout the course of the Grant, projected timeline, milestones, and intended research outcomes.]

The Grantee agrees to the completion and submission of the following reports in the form specified via the templates provided:

Grant Activity Reporting Commitments	
<i>Report 1: Commencement of research project</i>	<i>[insert date – which should be approximate to three months following the commencement of the Grant Period]</i>
<i>Report 2: Interim Report</i>	<i>[insert date – which should be approximate to six months following the commencement of the Grant Period]</i>
<i>Report 3: Final Report</i>	<i>[insert date – which should be approximate to twelve months following the commencement of the Grant Period]</i>

Research findings and outputs produced as a result of this Grant including, but not limited to, Interim Report, Final Report, conference presentations, and peer-reviewed publications, as well as any publicity, advertising and marketing related to the Grant must adhere to strict marketing and publicity requirements as outlined in this Letter of Offer.

Grant Activity Budget

As per the Grant proposal, the Grantee agrees to use the Grant and undertake the Activity consistent with the following budget:

[insert overview of budget as provided within the Application Form]

Grant Duration

The Grant Activity starts on ***[insert date/event]*** and ends on ***[insert date/event]***, which is the Activity Completion Date.



Grant Amount and Payment Details

The amount of the Grant is \$ **[insert grant amount]** total, including \$ **[insert GST amount]** GST. The payments of the Grant will be made as follows:

Amount	Date
\$ [insert 50% of awarded grant monies]	Insert date two weeks following the commencement of Grant Activities upon acceptance of the Grant (Milestone 1)
\$ [insert 30% of awarded grant monies]	Insert delivery date for Interim Report (Milestone 3)
\$ [insert 20% of awarded grant monies]	Insert delivery date for Final Report (Milestone 4)

The parties acknowledge that in accordance with section 9-17 of the *New Tax System (Goods and Services Tax) Act 1999 (Cth)*, the Grant is consideration for a taxable supply. GST is payable in relation to this Grant, and where applicable, TAFE Queensland will pay the Grant amount plus GST provided that the Grantee is registered for GST.

Subject to the Grantee's compliance with this Agreement, payment(s) will be made into the bank account provided.

Spending the Grant

The Grantee must provide TAFE Centre of Excellence Health Care and Support at TAFE Queensland with a completed Final Research Report, including the final expenses ledger, which demonstrates that any money received under the Grant has been spent in accordance with this letter.

The Grantee must use the Grant Amount only to deliver the Grant Activity set out in this Letter of Offer. If the Grantee uses the Grant Amount for a purpose other than those permitted under this Agreement, or as otherwise approved by TAFE Centre of Health Care and Support at TAFE Queensland ('**Unauthorised Allocation**'), then, without limiting any other rights it may have, TAFE Centre of Excellence Clean Health Care and Support at TAFE Queensland may notify the Grantee that the Grantee is required to repay the Unauthorised Allocation within 10 Business Days. This amount will be a debt due and owing to TAFE Queensland by the Grantee.

Governing Law

This Agreement is governed by the law of Queensland, Australia

Record Keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for a period of five years after the Activity Completion Date and to make them available to TAFE Queensland, TAFE Centre of Excellence Health Care and Support; and/or the Department of Employment and Workplace Relations; and/or the Department of Trade, Education and Training on request. This term survives the termination, cancellation or expiry of the Agreement.

Other obligations

The Grantee must perform the Grant Activity:

- to highest quality possible having regard to best industry practice, good corporate governance and TAFE Queensland's the Queensland Government's reasonable expectations for the prudent use of public monies;
- in accordance with all applicable laws and regulations, and any relevant industry standards, guidance and codes of practice, applicable to the Grantee;
- in a manner that will not or is not likely to damage the reputation of TAFE Queensland, TAFE Centre of Excellence Health Care and Support, or the Queensland Government.

The Grantee agrees to comply with the reasonable directions of TAFE Queensland in relation to academic, quality and regulatory compliance, and to do all things reasonably necessary to assist TAFE Queensland in fulfilling its obligations under its head funding agreement with the Queensland Government, including after the Grant Activity concludes.

Marketing and Publicity

TAFE Queensland, in conjunction with the Department of Trade, Education and Training, reserve the right to issue public statements and will retain the right to release information in the first instance in relation to this Grant.

The Grantee must not:

- advertise, market, or promote the Grant in any medium (including, but not limited to, online, social media, print, radio, or television) without submitting the proposed marketing material to TAFE Queensland for approval, and the Grantee must publish marketing material in the exact form approved by TAFE Queensland.
- make any critical or misleading public statements in relation to this Grant, including statements that are critical of the level of funding or actions taken by TAFE Queensland pursuant to this Grant.
- allow any other party to advertise, market or promote the Grant on behalf of the Grantee including, without limitation, a sub-contractor, agent, or investigator.

The Grantee must ensure that all advertising, marketing, and/or promotional activities, as well as research findings and outputs related to the Grant including, but not limited to, industry reports, rapid literature reviews, conference presentations, and peer-reviewed publications, clearly and prominently note the relevant Funding Acknowledgement:

This work is/was supported by the TAFE Centre of Excellence Health Care and Support, led by TAFE Queensland, a joint initiative between the Australian and Queensland Governments.

The Grantee must use best endeavours to remove or amend any advertising, marketing and/or promotional activities undertaken by the Grantee, if requested by TAFE Queensland.



Signatures

Grantee

Insert Project Lead/ Chief Investigator / Directors Name:

Position:

Signature:

Date

TAFE Centre of Excellence Health Care and Support

Directors Name:

Position:

Signature:

Date

Agreement of Grant Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement, and to not cease or change any of the Grant Activity without the prior written approval of TAFE Queensland.

2. Promotion and Acknowledgements

The Grantee agrees to adhere to all marketing and publicity requirements of the Grant, including obtaining TAFE Queensland's approval for any promotional materials or activities and ensuring all statements and relevant research outputs include the Funding Acknowledgement.

3. Notices

The Grantee agrees to notify the TAFE Centre of Excellence Health Care and Support at TAFE Queensland:

- a) promptly, of any change to the Grant Activity, or anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict;
- b) immediately, of any allegation that raises a reasonable suspicion of misconduct or dishonesty of a serious nature by the Grantee or its personnel in respect of Funding or the Grant Activity; and
- c) within one business day of any matter where significant media attention has occurred or is likely to occur in respect of the Grant Activity.

4. Payment of the Grant

The TAFE Centre of Excellence Clean Energy Batteries at TAFE Queensland agrees to pay the Grant to the Grantee in accordance with this Agreement.

The parties agree that the amount of the Grant is inclusive of any GST payable, and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the TAFE Centre of Excellence Health Care and Support, and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the

Grantee agrees to repay that amount, unless agreed in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for the period specified in the Grant Schedule and to make them available on request.

The Grantee agrees to meet with TAFE Centre of Excellence Health Care and Support at TAFE Queensland throughout the term of this Agreement for the purposes of monitoring the delivery of the Grant Activity and assisting TAFE Queensland to fulfil its obligations to the Queensland Government, which may include meetings with visits by Queensland Government personnel to inspect the Grantee's records related to the Grant Activity. The Grantee must make available to TAFE Centre of Excellence Health Care and Support at TAFE Queensland all information and documents that it requests for the purpose of this clause and the Grantee warrants in each instance, that such information and documents are true and correct to the best of the Grantee's knowledge.

The Grantee agrees to provide all reasonable assistance to TAFE Queensland in relation to its financial and compliance audit obligations it owes to the Queensland Government, including by giving TAFE Queensland or the Queensland Government and each of its auditors full and free access to any records, personnel, premises, accounts, documents, and papers that relate to the receipt, expenditure or payment of the Grant Amount.

8. Privacy

When dealing with Personal Information (as defined in the *Information Privacy Act 2009* (Qld)) in carrying out the Grant Activity, the Grantee must comply with the Relevant Provisions of the *Information Privacy Act 2009* (Qld) in relation to the discharge of its obligations under this deed, as if it were an 'agency' for the purposes of that Act.

'Relevant Provisions' means Parts 1 and 2 of Chapter 2 and section 41 of the *Information Privacy Act 2009* (Qld).

9. Grant Activity IP and Background IP

Grant Activity IP

The Grantee acknowledges and agrees that all Grant Activity IP will vest in, and is assigned to, TAFE Queensland on creation. The Grantee must, at its 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.

Background IP

Each party acknowledges and agrees that the other party's 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.

The Grantee grants to TAFE Queensland an irrevocable, worldwide, royalty free, non-exclusive and non-transferable licence to:

- use, reproduce, communicate to the public and adapt for its own use;
- perform any other act with respect to copyright in; and
- manufacture, sell, hire or otherwise exploit a product or process or to provide a service or to

licence a third party to do any of those things in respect of, its Background IP to the extent that such Background IP forms part of, or is required to make full use of, the Grant Activity IP.

The Grantee warrants that its Background IP and the acts of TAFE Queensland or a person authorised by TAFE Queensland in relation to the Grantee's Background IP in accordance with this agreement does not and will not infringe the Intellectual Property Rights or moral rights of any person.

Grantee's Licence

TAFE Queensland grants to the Grantee an irrevocable, worldwide, royalty free, non-exclusive and non-transferable licence in the Grant Activity IP to:

- deliver the Grant Activity; and
- publish its research findings produced as a result of the Grant Activity solely for academic purposes, including in industry reports, rapid literature reviews, conference presentations, and peer-reviewed publications.

For the purposes of this clause:

- a) 'Background IP' means a party's Intellectual Property Rights existing at the date of this Agreement or coming into existence during the term of this Agreement, other than Grant Activity IP.
- b) 'Grant Activity IP' means Intellectual Property Rights that are discovered, developed or otherwise come into existence as a result of, for the purposes of, or in connection with the performance of the Grant Activity or this Agreement.
- c) 'Intellectual Property' means anything (including, but not limited to, inventions, ideas, designs, concepts, information, works and subject matter other than works) in which Intellectual Property Rights are capable of subsisting.
- d) 'Intellectual Property Rights' includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this agreement, and whether existing in Australia or otherwise.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide TAFE Queensland with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working with Children Checks and Working with Vulnerable People checks.

The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to

include these obligations in any secondary subcontracts.

13. Dispute resolution

The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

TAFE Queensland may terminate this Agreement by notice where it reasonably believes the Grantee:

- a) has breached this Agreement; or
- b) has provided false or misleading statements in their application for the Grant; or
- c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

TAFE Queensland will not be required to make any further payments of the Grant after the termination of the Agreement.

15. Conflict of Interest

The Grantee warrants that, at the date of this Agreement, no actual, reasonably anticipated or perceived conflict of interest exists in relation to the performance of the Grant Activity. The Grantee must immediately notify TAFE Queensland of any matter which may give rise to an actual or potential conflict of interest at any time. If a conflict of interest arises during the term of this Agreement, or any matter arises which may reasonably be expected to give rise to an actual or potential conflict of interest, the Grantee must:

- a) immediately notify TAFE Queensland and outline its plan for resolving or avoiding the conflict; and
- b) take all such action as may be reasonably necessary to resolve or avoid the conflict of interest, including any action that TAFE Queensland may reasonably require, in a manner satisfactory to TAFE Queensland.

15. General provisions

A party is not by virtue of this Agreement an employee, agent or partner of the other party.

This Agreement may only be varied by the parties' signed written agreement.

Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity IP) survive the expiry or termination of this Agreement.

16. Hierarchy

A Grant Agreement will be formed between TAFE Queensland and the Grantee when the Grantee submits this Grant Agreement and Schedule document to the Centre by **[insert date]**.

Each Grant Agreement incorporates the terms contained in:



- a) the terms of this Grant Agreement, including the Grant Schedule and Conditions;
- b) the relevant Grant Opportunity Guidelines; and
- c) the Grant Opportunity Application Form submitted by the Grantee.

In the event and to the extent of any inconsistency between the terms of the above documents, the order of hierarchy in descending order will prevail.