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Application form: TAFE Centre of Excellence Clean Energy Batteries - Applied Research Grants Round 3

* This application form is to be used as a guide only. Applicants will be required to register and submit applications via the [Application Portal](#).

1. Before you begin

1.1 Use of information

The TAFE Centre of Excellence Clean Energy Batteries (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 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
- inform future assessments for Applications.

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 Clean Energy Batteries using the information I provide in this application for the purposes listed above. *

1.2 Application eligibility

Ensure you read and understood the Grant Opportunity Guidelines and other supporting documents available under [Essential Document Pack](#) page:

- Grant Opportunity Guidelines
- Priority areas of applied research – Round 3 (also available in the appendix of the Guidelines)

- Guide for writing proposal
- Frequently Asked Questions
- Templates – Letter of offer, budget, and risk management plan.

☐ I confirm that my application meets the eligibility criteria set out in 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 can save your application and any supporting documents in the Application Portal leading up to the application close 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 business days, please email

CleanEnergyBatteriesTCE@tafeqld.edu.au.

The Centre may use the information provided to comply with Australian Government requirements to publish details of all grant recipients on the Centre's website, inform the establishment of Agreements and 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 Centre.

Program name

TAFE Centre of Excellence Clean Energy Batteries Applied Research Grants Round 2

Application open date & time

As per the date/time given to Surepact

Application close date & time

As per the date/time given to Surepact

Application outcome date & time

As per the date/time given to Surepact

3. Your organisation details

Organisation name

Auto populated according to the applicant's registration detail

Organisation type

Auto populated according to the applicant's registration detail

Organisation address

Auto populated according to the applicant's registration detail

Does your organisation operate as a non-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, or Aboriginal Controlled Community Registered Training Organisation? *

☐ Yes

☐ No

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

☐ Yes

☐ No

4. Contact details

Primary contact

Primary contact is the authorised person to act on behalf of the applicant to communicate with the Centre. All email correspondence will be directed to this person. If other contacts are at different stages of application, the primary contact should also nominate appropriate person.

Name	Position	Email	Mobile

Please indicate if primary contact is also the contact for other enquiries:

- ☐ Media/marketing
- ☐ Finance (fund disbursement)
- ☐ Letter of offer signatory
- ☐ Post-award management

Additional contact

Unless the primary contact is responsible for the tasks in the checklist above, please provide the additional contacts below, in line with your organisation's grant management procedures.

Providing the specific contact here will ensure timely processing of pre- and post-award enquires, including but not limited to, marketing requests for announcements of successful applicants, disbursements of funds and execution of letters of offer

Name	Position	Role	Email	Mobile	Add line (+)

Marketing and communications

The Centre would like to collaborate with successful applicants to maximise announcement opportunities. If your organisation has planned marketing or promotional activities, we would appreciate understanding your ideas so we can provide support where possible.

Please provide a brief description of any marketing or event activities your organisation intends to undertake in relation to this grant application. Include details such as proposed resources, locations, and any other relevant information (Note: this information is not part of the assessment).

Social media handles (optional)

To allow the Centre to share marketing opportunities on social media platforms please provide your organisations social media handles or links

LinkedIn:

Facebook:

Instagram:

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 Guide for writing proposals under [Essential Document Pack](#).

5.1 Project information

Project title [15 words] *:

Project summary [250 words] *:

Project start date [insert date no earlier than 30 November 2026 or later than 31 January 2027] *:

Project end date [insert date no later than 31 January 2028] *:

5.2 Personnel

Enter the names of personnel who will contribute to the research project. 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 your date of birth, home address, phone numbers, or any identification numbers in your resume.

Project lead / chief investigator *

Name [insert full name]:

Organisation/Position [insert organisation and role]:

Email [insert email address]:

Phone [insert contact number]:

Other Chief / Associate Investigators

Name [insert full name]:

Organisation/Position [insert organisation and role]:

Email [insert email address]:

Support Staff

Name [insert full name]:

Organisation/Position [insert role]:

Email [insert email address]:

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

☐ Yes

☐ No

☐ I have added the resumes of Project Lead(s)/Chief Investigator(s) and Co-investigator(s) to the Supporting Documents section. Please note that if the completed document is not attached, your application may be deemed ineligible for funding consideration. *

5.3 Partnership

Enter the details of partner organisation(s):

Organisation name [Insert Organisation name]:

Contact person [Insert full name]:

Contact person position [insert role]:

Email [insert email address]:

Roles and contributions of partner organisation [Please outline the roles, responsibilities, and/or contributions of the organisation partnering to deliver the proposed research project]:

☐ I have added the Letter(s) of Support from partner organisation (if available) *

5.4 Research proposal

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

☐ Stream 1. Accelerating First Delivery of Training for Emerging Technologies and Workforce Needs

☐ Stream 2. Improving Battery Emergency Preparedness and Response

☐ Stream 3. Attracting and Retaining Women in Renewable and Batteries Training and Workforce Participation

☐ Stream 4. Industry-Driven Applied Research for Renewable Energy Batteries Sector

Background [400 words]

- Describe the challenges or opportunities the proposed applied research aims to address.

- Objectives and research questions

Design, Methodology and Partnership [400 words]

- Describe research approach and methods.
- Describe how partners and stakeholders will be engaged to facilitate the research.

Capability and Resources [200 words]

- Describe the capacity of participating organisations to enable the project and research team's experience and expertise.

Project Activities and Deliverables [400 words]

- Provide details of activities to be undertaken during the grant period, including the task, description, and timeline.
- Provide details of deliverables, including the format, description and timeline.

Outcome, Impact and scalability [400 words]

- Explain how the outcomes can be applied to support education and training, and lead to concrete outputs.

6. Ethics and risk mitigation

6.1 Human research ethics

Ethical approval must be sought for research that involves human participants, their data, biospecimens, or observations about them. The approval must be sought from Applicant or Partner organisations. Should Applicant or partner organisations not establish the procedure for human research ethics clearance, Applicant may seek ethics clearance through [NHMRC registered Human Research Ethics Committees \(HREC\)](#)

☐ I understand my requirement to provide the Centre the evidence of ethics approval, or exemption, where my research includes human participants, their data, biospecimens, or observations about them. *

☐ I understand my requirement to allocate budget for ethics approval fees, if the approval should be sought from external HREC, and to plan project activities in accordance with the expected ethics approval timeline. *

6.2 Risks and mitigation strategies

Identify any risks associated with the research. Define mitigation strategies to handle identified risks.

Please use the Applied Research Grants Risk Management Plan template and attach the completed template to the Supporting Documents section

☐ I have added the completed template to the Supporting Documents section. Please note that if the completed document is not attached, your application may be deemed ineligible for funding consideration. *

7. Proposed funding amount and allocations

What is the total funding amount requested for your project?

Provide a breakdown of your budget allocations by completing the Applied Research Grants Budget available under [Essential Document Pack](#) template and attach to the Supporting Documents section.

☐ I have added the completed template to the Supporting Documents section. Please note that if the completed document is not attached, your application may be deemed ineligible for funding consideration.

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. Examples of a business failure include a Court Ordered or a Crediton 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.
- or
- ☐ 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 by debt collection agencies on behalf of creditors, or potential liquidation 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 or
- ☐ None of the above events apply and there is no adverse information on my entity.

9. Conflict of interest

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

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 the TAFE Centre of Excellence Clean Energy Batteries 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 *

Position of Authorised Representative *

Signature *

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



Instruction to applicants

The third round of the [TAFE Centre of Excellence Clean Energy Batteries Applied Research Grant](#) invites applicants to submit a proposal that aligns with the needs of training providers, industry and community presented across four themes in two streams.

Applicants are strongly encouraged to engage and partner with relevant organisations to ensure that applied research projects will respond to emerging industry needs and support education and training organisations to deliver a skilled workforce.

Before starting your proposal, please refer to the **Guide for Writing Proposals** which provides details on the required information and tips for writing your proposal.

In this document, the TAFE Centre of Excellence Clean Energy Batteries will be referred to as 'Centre', and the Applied Research Grants for the Centre will be referred to as 'Grants'.



Applied research focus

Applied research at the Centre aims to generate evidence-based solutions for skills training and education in the battery and renewable energy sector (e.g. developing training products to address emerging skills needs). Ensure that your proposed research clearly demonstrates the potential to translate the findings into a skilled workforce and/or the development of inclusive, accessible training.



Reporting requirements

Grantees will be required to submit progress updates throughout the Grant period, including:

- Commencement of Research Project Report
- Interim Report
- Final Report

Further details regarding these reporting requirements are outlined in the **Grant Opportunity Guidelines** and will be stipulated in the **Letter of Offer**.



In the round 3, four priority areas are presented across two overarching goals. The first goal is to strengthen the capability, readiness, and adaptability of the TAFE to deliver training. It examines how training products are translated into practice, how delivery models evolve, and how the system responds to new skill demands in a timely, scalable, and compliant way. Applied research in these streams will address first delivery challenges, training design, pedagogy, and system coordination to ensure newly developed units and training packages can be effectively implemented and sustained in real-world settings.

- [Stream 1: Accelerating First Delivery of Training for Emerging Technologies and Workforce Needs](#)
- [Stream 2: Improving Battery Emergency Preparedness and Response](#)

The second goal is to strengthen workforce participation, safety, and industry outcomes through applied research grounded in real-world contexts. It emphasises how training and research translate into inclusive workforce pathways, improved safety outcomes, and tangible benefits for industry and communities. This includes a focus on equity, workforce development, and industry-driven innovation, ensuring that training systems are not only responsive in design, but also in who they reach and the impact they deliver.

- [Stream 3: Attracting and Retaining Women in Renewable and Batteries Training and Workforce Participation](#)
- [Stream 4: Industry-Driven Applied Research for Renewable Energy Batteries Sector](#)



Accelerating First Delivery of Training for Emerging Technologies and Workforce Needs

Background

Nationally recognised skill sets and units of competency addressing the planning, installation, commissioning, maintenance, and fault-finding of bidirectional EV systems have been developed within the UEE Electrotechnology Training Package.¹ As with other emerging technologies and newly developed units, there is often a gap between training product availability and training system readiness for first delivery. This includes establishing compliant delivery conditions, assessment confidence, access to fit-for-purpose environments, and critically for first delivery, the absence of an existing pool of qualified trainers and assessors with prior experience delivering the new units.

Although industry practitioners may already perform many V2X-related tasks, they are not educators by trade, and translating this expertise into compliant, assessable training presents additional challenges. TAFEs may face constraints in establishing initial delivery capability, including access to qualified trainers and assessors, appropriate facilities, and confidence in assessment of new and complex competencies. Without targeted support or structured models, this may delay the system's ability to respond effectively to technical advancement and emerging skills needs such as V2X.

This targeted research will use planned V2X pilot delivery by TAFE Queensland or other emerging skills training delivery (e.g., hydrogen) as cases to examine how new units for emerging skill areas can be implemented in practice. Applied research is invited to examine training delivery readiness for TAFE institutions, along with the implications for industry adoption and workforce outcomes, ensuring training products translate effectively into real-world industry use.



Objectives

- Generate evidence on the real-world application and effectiveness of newly developed V2X skill sets and units of competency (or comparable) in training and workplace contexts
- Identify critical factors that influence readiness for first-round training delivery (e.g., trainer and assessor capability, assessment validity, and access to compliant training environments)
- Develop scalable models that support timely, safe, and effective delivery of training for emerging technologies
- Improve coordination between Jobs and Skills Council implementation and TAFE training delivery to support timely response to emerging industry skills needs

Suggested Approach

¹ Powering Skills Organisation. (2025). *V2X accreditation – Vehicle to everything*.

Proposals may consider, but are not limited to, the following research approaches:²

- Review comparable emerging technology training rollouts (e.g., hydrogen) to identify common implementation challenges and lessons learned for first-round training delivery and industry relevance and adoption
- Examine the relationship between training delivery relevance and readiness and industry adoption, including how delays in training readiness impact workforce capability and deployment of emerging technologies
- Explore opportunities to better coordinate Jobs and Skills Council implementation and TAFE training delivery in responding to emerging skills needs
- Analyse how industry subject-matter expertise is integrated into training delivery, including the roles and limitations of industry practitioners in early-stage training contexts
- Work with delivery stakeholders to ensure models are grounded in operational realities and reflect feasible implementation approaches

Expected Outcomes

Successful projects are expected to deliver and/or inform:

- A first delivery model outlining feasible approaches to delivering new units, incorporating a structured risk and readiness framework, and a practical trainer and assessor capability model
- Documented case studies of V2X (or comparable) training delivery, identifying key challenges, enablers, and lessons learned for improving speed to market and relevance to industry
- Practical implementation tools, such as delivery readiness checklists, guidance for teachers and assessors
- Recommendations to support faster, safer, and more consistent rollout of emerging skills training, with clear implications for both TAFE delivery and industry adoption.

² The suggested approach and expected deliverables are provided as guidance. Specific details may vary and should align with the content and methodology of the submitted proposal.

Improving Battery Emergency Preparedness and Response

Background

Rapid deployment of battery technologies introduces new and evolving emergency risks, particularly associated with high-powered lithium-ion batteries and emerging chemistries. These incidents can differ significantly from conventional fire or electrical emergencies, with rapid escalation, toxic off-gassing, and reignition risks.

At a national level, Public Skills Australia has identified capability gaps within fire and emergency services in responding to incidents involving emerging technologies.³ Current work is underway to define skills requirements, validate industry needs, and inform potential updates to the Public Safety Training Package. However, emergency response capability extends beyond formal emergency services. Community members, workers, and volunteers are often first on scene or directly exposed to risk, with varying levels of knowledge, responsibility, and capacity to respond.

Importantly, in many real-world scenarios, response options are limited and situational. For non-specialist individuals, appropriate response may be limited to recognising risk, escalating appropriately, and maintaining safe distances rather than active intervention. At the same time, different sectors (e.g., transport, recycling, industrial environments) may require more specialised procedures based on scale and complexity of battery handling.

This creates a need for applied research that examines how battery emergency preparedness and response capability can be defined, differentiated, and strengthened across roles and contexts, and translated into practical, accessible training approaches that support safe and appropriate decision-making.



Objectives

- Generate evidence on battery-related emergency risks, incident characteristics, and real-world response behaviours across different contexts
- Improve understanding of how different cohorts (e.g., community, workers, volunteers) recognise and respond to battery incidents
- Establish clear, role-appropriate expectations for emergency response capability (e.g., appropriate actions, escalation pathways, limitations of response in different contexts)
- Develop practical and scalable approaches to support preparedness and response capability through education and training
- Contribute insights that are relevant to both training delivery and broader skills system development, including work led by Jobs and Skills Councils

³ Public Skills Australia. (2026). *Emerging Technology Skills Review*. <https://publicskillsaustralia.org.au/projects/emerging-technology-skills-review>

Suggested Approaches

Proposals may consider, but are not limited to, the following research approaches:⁴

- Review and synthesise existing research, incident data, and current practices relating to battery incidents and emergency response
- Engage with relevant stakeholders, including emergency service organisations, volunteer responder groups, industry practitioners and training providers to understand real-world challenges and validate findings
- Analyse battery incident scenarios across different contexts (e.g., household systems, transport, recycling, industrial) to identify differences in risk profiles and response requirements (e.g., when to escalate, withdraw, or initiate limited intervention)
- Investigate contextual and equity considerations such as regional and remote environments, First Nations communities, constraints and opportunities in low-resource or volunteer-based settings, to ensure inclusive and applicable solutions

Expected Outcomes

Successful projects are expected to deliver and/or inform:

- Evidence bases on battery emergency risks, incident characteristics, and response behaviours across different contexts
- Role based response frameworks that define appropriate actions, boundaries, and decision-making thresholds for different cohorts
- Scenario-based models reflecting real-world battery emergency situations, supporting training design and assessment for non-specialist and specialist contexts
- Recommendations to support workforce capability development, training system improvements, and alignment with emerging national skills and industry requirements

⁴ The suggested approach and expected deliverables are provided as guidance. Specific details may vary and should align with the content and methodology of the submitted proposal.



Attracting and Retaining Women in Renewable and Batteries Training and Workforce Participation

Background

The renewable energy and battery sectors are characterised by low female participation and strong gender segregation, particularly in technical and trade-based roles. While recent trends indicate women's participation in electrical trades has grown significantly, this growth is concentrated among younger women entering the sector, with many still in training and yet to transition to long-term workforce participation.⁵

Evidence indicates, however, that women in trade and energy sectors face a range of structural and cultural barriers that impact their ongoing participation. When it comes to First Nations women, intersectionality adds further challenges, including local training opportunities, cultural and community responsibilities.⁶ Training and employment models remain largely designed around mainstream learners – typically young, male, and urban – and their requirements. For example, both training and work commonly commence early in the morning, which creates a structural barrier for women, especially those with caring and domestic responsibilities.

Where training and workforce models do not align with lived experience and community realities, participation, completion, and sustained employment outcomes are negatively impacted, even where demand and interest in renewable energy and battery sectors are strong. There is a need for applied research that moves beyond identifying barriers, to designing, testing, and evaluating inclusive, flexible and scalable training and workforce models, that support women in their different life stage and contexts (e.g., First Nations women, young and mature-age women).



Objective

- Strengthen understanding of the factors influencing women's participation, completion, and retention across renewable and battery training and workforce pathways
- Improve insight into the barriers and enablers affecting training and workforce participation for different cohorts of women, including First Nations women, young and mature-age women
- Develop practical and transferable approaches to support inclusive, flexible, and culturally responsive training and workforce participation models
- Inform workforce development and training design aligned with industry needs and broader skills system priorities

Suggested Approaches

⁵ Powering Skills Organisation. (2024). *Shifting currents: Elevating diversity in energy careers*

⁶ Wibrow, B., Ackehurst, M., & Trimboli, D. (2025). *First Nations and migrant learners' experiences with foundation skills courses*. National Centre for Vocational Education Research

Proposals may consider, but are not limited to, the following research approaches:⁷

- Review of relevant literature, workforce data, and sector reports to identify barriers and enablers to women's participation, completion, and retention in training and the workforce, including the environmental scan of relevant programs, projects, and pilots
- Engage with learners, workers, employers, industry bodies, community organisations, and training providers to capture lived experience and validate findings
- Analyse participation trends and workforce pathways across different cohorts to identify shared and cohort-specific challenges
- Co-design and trial of flexible training and/or workforce participation models with TAFEs (or other training providers if focusing on First Nations women) and/or employers
- Collection and analysis of quantitative and qualitative data on participation, attendance, learner and worker experience, and short-term training and employment outcomes

Expected outcomes

Successful projects are expected to deliver and/or inform:

- Evidence-based insights into factors influencing women's participation, completion, and retention across training and workforce pathways
- Comparative analysis of barriers and enablers across different cohorts, including First Nations women
- Tested and documented models for flexible, inclusive, and culturally responsive training and workforce participation
- Practical guidance for trainers, employers, and policymakers on designing and implementing inclusive training and workforce arrangements
- Recommendations to support scaling and adaptation of flexible models across renewable energy and battery training and employment contexts

⁷ The suggested approach and expected deliverables are provided as guidance. Specific details may vary and should align with the content and methodology of the submitted proposal.



Industry-Driven Applied Research for Renewable Energy Batteries Sector

Background

VET applied research has long been identified as a missing element in Australia's innovation system⁸. In 2020, TAFE Directors Australia (TDA) submitted a comprehensive proposal for a \$5 million applied research pilot to support small and medium-sized enterprises through TAFEs. While this proposal was not formally endorsed, the establishment of TAFE Centres of Excellence (CoEs) under the National Skills Agreement (NSA) has created a renewed opportunity for applied research to be embedded within national skills initiatives.

The CoEs and their applied research activities have demonstrated the value of applied research in enriching training and address workforce challenges in emerging sectors like renewable energy and batteries. Given these efforts being primarily framed within a skills and training context, broader contribution of VET applied research to Australia's innovation system has yet to be clearly demonstrated or consistently measured.

To support VET–industry partnerships and build sector capability in innovation through applied research, the Centre invites industry-driven applied research proposals that address key questions: how challenges can be solved, how opportunities can be leveraged, and how these can be translated into workforce and industry impact. Proposals that demonstrate clear potential to deliver tangible benefits to participating industry partners, with TAFEs enabling, translating, and scaling these industry outcomes, will be highly regarded.



Objectives

- Strengthen understanding of how applied research can be effectively delivered to address real-world challenges and opportunities in the renewable energy and battery sectors
- Improve insight into the factors that enable industry engagement, collaboration, and uptake of applied research outcomes
- Generate evidence on how applied research can be translated into practical industry solutions, workforce capability, and operational improvements
- Develop and demonstrate small-scale, industry-driven applied research pilots with clear application and value
- Inform future approaches to delivering applied research within TAFE contexts aligned with industry needs and priorities

Suggested Approaches

⁸ Beddie, F. M., & Simon, L. (2017). *Developing VET applied research: Steps towards enhancing VET's role in the innovation system*. National Centre for Vocational Education Research.

Proposals may consider, but are not limited to, the following research approaches:

- Review existing applied research initiatives within TAFE Centres of Excellence and comparable programs to identify common approaches, challenges, and lessons learned
- Engage industry partners to identify and prioritise specific challenges or opportunities within the renewable energy and battery sectors
- Co-design a focused applied research project with industry partners, addressing a clearly defined and achievable problem within the project timeframe
- Implement and test solutions in collaboration with industry, examining both technical outcomes and practical feasibility
- Analyse how applied research outputs are applied, adopted, or integrated into industry practice and workforce capability development
- Examine the roles of TAFE and industry in delivering applied research, including how knowledge is translated into training, operations, or process improvements
- Identify practical considerations for scaling or adapting similar approaches across other contexts within the sector

Expected Outcomes

Successful projects are expected to deliver and/or inform:

- Evidence-based insights into effective approaches for delivering industry-driven applied research within VET contexts
- A documented applied research pilot demonstrating collaboration between TAFE and industry and its practical outcomes
- Case studies illustrating how applied research can address real-world industry challenges and support technology adoption or operational improvement
- Practical guidance or frameworks for designing and implementing applied research projects with clear industry value
- Recommendations to strengthen industry engagement and inform future applied research delivery within broader VET context



Before you start

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 Clean Energy Batteries has prepared this Applied Research Grants Guide for Writing Proposals to support the applicants. The Guide focuses on building a strong case, clarity and conciseness, accurate and balanced budget, and risk management.

In this document, the TAFE Centre of Excellence Clean Energy Batteries will be referred to as 'Centre', the Applied Research Grant will be referred to as 'Grant'.



Reminder

To uphold fairness and impartiality for all applicants, the Centre cannot provide feedback or advice on individual proposals, discuss their suitability, or assist with the content of your application.

Building a strong case

Building a strong case for your proposal is critical for your application for the Grant. This involves demonstrating how your proposal aligns with the Grant's goals and priorities, and how it will address specific needs of the Centre and the industry. Below are some key elements to focus on when building a strong case. By following these steps and presenting a well-reasoned case for your project, you can strengthen your proposal and make a compelling argument for why your project should receive funding.



Identifying the need

- Begin by presenting a clear, concise summary of the problem or opportunity your project aims to address.
- Use data, research, and stakeholder feedback to validate the need and underscore its importance.



This should be clearly addressed in the **Background** section of your proposal.



Project alignment

- Highlight how your proposed project aligns with the objectives and intended outcomes of the Grant (Refer to the **Grant Opportunity Guidelines**, Section 2).
 - Make explicit connections between your project and the Centre's **Priority Areas of Applied Research**.
-  This should be clearly addressed in **Background; Design, Methodology and Partnership; Project Activities and Deliverables; Outcome, Impact and Scalability** sections of your proposal.



Proposed approach

- Provide a clear explanation of your project's approach and strategies for addressing the challenges and opportunities identified.
 - Outline the methods and activities you plan to use to achieve your goals.
-  This should be clearly addressed in the **Design, Methodology and Partnership; Project Activities and Deliverables** sections of your proposal.



Outcomes and impact

- Clearly articulate the expected outcomes and potential impact of your project.
 - Explain how your project will make a tangible difference to training, workforce development and innovation for the battery industry and renewable energy sector.
-  This should be clearly addressed in the **Outcome, Impact and Scalability** section of your Proposal.



Evidence and supporting information

- Back up your claims with evidence such as research findings, testimonials, or case studies.
 - Demonstrate that your approach is grounded in best practice and has a strong likelihood of success.
-  This should be clearly addressed throughout your proposal, including in the **Background; Capability and Resources; Design, Methodology and Partnership** Sections of your proposal.





Risk mitigation

- Address any potential challenges or risks that may arise during your project and explain how you plan to mitigate them.
 - Demonstrating awareness of risks and a plan to manage them adds credibility to your application.
-  This should be clearly addressed in the **Risk Management Plan**. The Risk Management Plan template is available under the [Essential Document Pack](#).

Write clearly and convincingly



Clarity

- **Be specific** by prioritising clarity and conciseness, so assessors can quickly understand your proposal and its goals.
- **Stay focused** by avoiding overly complex language that might obscure your message.
- **Tailor your responses** by making sure your answers align with each section of the proposal, avoid using generic responses or repeating information across the sections.



Make it understandable

- Consider your assessor by writing your proposal to be understandable regardless of their expertise and familiarity with the subject.
- Avoid vagueness by providing specific and detailed descriptions of your project's activities, particularly in the **Method**, **Research Outputs** and **Timeline** sections of your Proposal.
- Use refined language where appropriate, but it should not replace substance.

Accurate and balanced budget

Efficient and effective use of grant funds is one of the assessment criteria, and this must be clearly demonstrated through a comprehensive budget submitted as part of your application. A well-prepared budget provides a detailed breakdown of costs for each project activity outlined in the proposal and a clear rationale for how the allocation of resources will deliver value for money.



The budget template includes the following key elements and provided below are some examples of what may be included:



Income source and amount (GST excl)

- In this section, specify the **amount of funding you are requesting** through the Grant, along with any **additional income sources** that will support your proposed project.
- Other sources may include matching funds committed by your organisation or project partners, as well as in-kind contributions.
- If no additional income is anticipated, include only the amount requested from the Grant.



Expenditure item and amount (GST excl)

- 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”.



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
- If the Grants will only partially fund the expenditure, please indicate only the amount that will be drawn from the Grant.



Total income, project, grant expenditure

- The totals will be the same if the Grants is the sole source of funding for the project.
- 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.



Reminder

- Please thoroughly review (in)eligible expenditure specified in the **Grant Opportunity Guidelines** and **FAQs**.
- If your budget includes other sources of income, whether financial or in-kind, these must be clearly mentioned in **Letters of Support** from the committed organisations.
- The Grant offered is consideration for a taxable supply in accordance with section 9-17 of the *New Tax System (Goods and Services Tax) Act 1999*. Where the Grant recipient is registered for GST, GST is payable in relation to this Grant and as such TAFE Queensland will pay the Grant amount plus GST and issue a recipient created tax invoice. Therefore, the funding requested should be a GST-exclusive amount.
- Budget Template is available under the [Essential Document Pack](#).

Risk Management Plan

Risk management is also one of the assessment criteria, and this must be clearly demonstrated through a comprehensive Risk Management Plan template. A risk is defined as the effect of uncertainty on objectives, often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence.

You need to determine which risks are the most important in terms of their potential to impact the achievement of the objectives of your Grant. Where possible, try to combine similar risks to consolidate the number of potential risks. The Risk Management Plan includes the following key elements:



Risk identification

- The purpose of risk identification is to find, recognise and describe risks that might prevent you from achieving the Grant objectives.
- When identifying risks, the following questions should be considered: What event(s) can happen that will have an adverse effect on your grant activity, and how it can happen?



Risk impact

- The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if the risk does happen?)





Risk control

- A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include *checklists, meetings, procedures manual, contingency plans, audits and agreements in place*.



Risk treatment

- A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of *new guidelines* or the introduction of a *review process*.
- Once the proposed treatment has been implemented it becomes a control.



Effectiveness of treatment strategies

- An adequate control implies that the risk is well managed, and no further treatments are required.
- A marginally effective control implies that a treatment is not necessary, however this may depend on the level of risk.
- An inadequate control implies that treatments are necessary.



Likelihood

- Likelihood is the chance that something might happen.
- Rate the likelihood of the identified risk occurring with the controls in place.
- Ratings are: *Almost certain, Likely, Possible, Unlikely or Rare*.



Consequences

- A consequence is the outcome of an event and has an effect on objectives.
- Rate the consequence to the project outcomes of the identified risk occurring with the controls in place.
- Ratings are: *Insignificant, Minor, Moderate, Major or Catastrophic*.



Current risk rating

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



Proposed treatment strategies

- This section requires you to describe the strategies your organisation might use to address the identified risk, including *avoidance, reduction, transfer, or acceptance*.

Other supporting materials

Alongside your proposal, **Letter of Support** and **resume** may be used to evaluate the **Assessment Criteria 2 – Capacity and capability to deliver the applied research project**.



Letter of Support

- Letter of Support may be provided by partner organisations, including TAFEs.
- The Letter should provide:
 - An overview of how partner organisation(s) will work with you to successfully complete the research project.
 - An outline of the relevant experience and/or expertise partner organisation(s) will bring to the group.
 - Roles/responsibilities of partner organisation(s) and the resources they will contribute (if any).
 - A nominated contact officer or Partner Investigator(s).





Resume

- Please provide details of your relevant experience, including the roles you performed and achievements. A maximum of *two pages* is recommended.
- Please do **not** include *personal information* such as your date of birth, home address, phone numbers, or any identification numbers in your resume.





Day Month Year

(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 Clean Energy Batteries at TAFE Queensland offers **[insert full name of grant recipient and ABN, if applicable]**, an Applied Research Grant (Grant). The offer, under Round 2 is for \$ **[insert grant amount] (excl. GST)** to undertake the proposed research, **[insert research project title]** and Grant Activity as set out in the attached Grant Schedule.

I respectfully draw your attention to the details of the **Grant Activity** set out from **Page 2** onwards in this Letter, which are based on your proposal and incorporate additional requirements determined by the Centre, following the recommendations of the relevant selection panels

To accept this offer and enter into an Agreement with the TAFE Centre of Excellence Clean Energy Batteries at TAFE Queensland, you must complete and submit this Letter to the Centre by **[insert date]**; otherwise, this offer will lapse. By providing a signed copy by the due date, this Letter will form a legally enforceable Agreement between TAFE Queensland, and **[insert grant recipient]**.

Upon execution and return of this Letter, you are also required to complete an online form to ensure your registration into the TAFE Queensland finance system: [Complete the online finance system form](#)

Please note, this Letter of Offer, and any acceptance thereof, shall remain strictly **confidential** and details of your successful grant application are subject to **embargo** until an **official government announcement** to be 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 CleanEnergyBatteriesTCE@tafeqld.edu.au

Yours Sincerely,

(Body)

(Closing Paragraph)

(Contact Paragraph)

GRANT SCHEDULE

Purpose of the Grant

This Grant, provided under Round 2 of the TAFE Centre of Excellence Clean Energy Batteries Applied Research Grant, is awarded for the purpose of facilitating applied research projects that respond to education and training, and workforce attraction and retention needs. The outcomes of the Grant will contribute to achieving Commonwealth and State Governments' policy objectives, which are of public benefit. The Grants will support innovative research that provides insights and solutions to realise the opportunities and address the challenges in the battery industry and renewable energy sector, enhance education and training, and improve diversity, equity and inclusion in the emerging battery workforce.

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

Grant Activity

1. Delivery Period

- (a) The Delivery Period for the delivery of Grant Activity outlined below is from ***[insert project start date]*** until ***[insert project end date]***.

2. Activities

- (a) The Grantee is responsible for providing the Activities outlined to the reasonable satisfaction of the Centre.
- (b) The Grantee is responsible for providing all resources, personnel, and equipment necessary for the proper supply of the Grant Activity.

Grant Activities	
1. Commencement of Research Project (<i>[Insert duration]</i> from the Project Start Date)	
(a) Delivery Plan	
a.	The Grantee must provide to the Centre a Delivery Plan detailing how the Grantee plans to deliver each of Grant Activity and timeline for the delivery.
b.	If the Centre is not satisfied with any aspect of the Delivery Plan submitted by the Grantee, the Centre may request the Grantee to either revise and resubmit the plan or to provide further information in relation to the unsatisfactory aspects. The Grantee must provide such further information or resubmit the Delivery Plan to the Centre's satisfaction within a reasonable timeframe specified by the Centre.
(b) Establish governance and oversight	
a.	The Grantee must provide to the Centre a governance and oversight framework established to oversee the plan, delivery, monitoring and reporting of the Grant Activity.

(c) Updated budget (if applicable)

- a. The Grantee must provide to the Centre an updated budget if changes were made to the budget submitted.
- b. The updated budget must not affect the scope and nature of the Grant Activity and the Grantee's capacity to deliver the activities.

(d) Human Research Ethics (if applicable)

- a. The Grantee must provide to the Centre a copy of Human Research Ethics Approval from NHMRC registered Human Research Ethics Committees (HREC) or evidence of the application.

(e) Recruitment activities

- a. The Grantee must provide to the Centre a plan to recruit staff, and/or details of existing employees of the Grantee and/or Partner Organisations who will conduct the Grant Activity.

(f) Stakeholder engagement plan

- a. The Grantee must provide to the Centre a plan outlining objectives, methods and timelines for stakeholder engagement. The stakeholders must include but are not limited to the following: ***[Insert the stakeholders listed in the application]***

2. [Insert a full description of other activities to be undertaken throughout the course of the Grant, projected timeline, milestones, and intended research outcomes, based on the information provided in Project Activities and Deliverables and Outcome, Impact and Scalability sections of the Application, as well as additional requirements recommended during the selection process]

3. Key Performance Indicators (KPIs)

(a) The Grantee must meet or exceed the following Key Performance Indicators (KPIs):

KPI 1 Commencement of Research Project Report (Grant Activity 1)

Method of Measuring Performance

- Confirmation of receipt by the Centre of Commencement of Research Project Report in line with the standards listed below.

Minimum Standard of Performance

- The Grantee submits the Commencement Report by the date specified in Grant Activity Reporting Commitments.
- The Report provides a comprehensive and feasible Delivery Plan.
- The Report provides the details of existing or new framework on how the Grant Activity will be governed and overseen to mitigate risks and deliver the Grant Activity to the highest quality possible within the budget and scope of the project.
- The Report provides the detailed budget for the Grant Activity, including any changes made and justification for the changes.

- The Report provides the evidence of human research ethics approval, or of seeking approval.
- The Report provides the details of staffing arrangement to deliver the Grant Activity.
- The Report provides objectives, methods and timelines of stakeholder engagement to undertake the Grant Activity, subject to requirements of the human ethics approval.

KPI 2 Stakeholder Engagement and Partnerships (Grant Activity 2)

Method of Measuring Performance

- Confirmation of receipt by the Centre of stakeholder engagement records to the standards listed below.

Minimum Standard of Performance

- The Grantee provides aggregated and de-identified stakeholder engagement logs in Interim and Final Reports.
- The Grantee reports contributions of stakeholders and partners in Grant Activity in qualitative thematic format, and where relevant in quantitative format.
- Reported stakeholder engagement demonstrates effective and meaningful collaboration on key grant activities.

KPI 3 [Insert Other Grant Activities]

Method of Measuring Performance

- Confirmation of receipt by Centre of **[insert evidence]** to the standards listed below

Minimum Standard of Performance

- **[Insert minimum standard of performance]**

4. Grant Activity Reports

- The Grantee will deliver the Grant Activity to the Centre's satisfaction and substantially in accordance with the Delivery Plan.
- The Grantee must provide the Grant Activity Report to the Centre in accordance with the timeframes.

Grant Activity Reporting Commitments	
Report 1: Commencement of research project This report provides evidence of completing Grant Activity 1.	<i>[insert date - which should be approximate to three months following the commencement of the Grant Period]</i>
Report 2: Interim Report This report must provide the progress update on actual delivery of Grant Activity against the Delivery Plan.	<i>[insert date – which should be approximate to six months following the commencement of the Grant Period]</i>
Report 3: Final project report This report must provide an overview of Grant Activity undertaken during the Delivery Period, including key findings, challenges and/or learnings, areas for future research, and potential legacy impact.	<i>[insert date – which should be approximate to twelve months following the commencement of the Grant Period]</i>

- (c) The Grant Activity Report will include information on the Grantee's delivery of the Grant Activity.
- (d) The Centre will use the three Grant Activity Reports to assess the Grantee's delivery of the Grant Activity.
- (e) The Centre may also request ad hoc data or information from the Grantee as required to fulfil its reporting and briefing obligations.
- (f) Research findings and outputs produced as a result of this Grant Activity, 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.

Documentation and Record Keeping

Item	Duration
1. Documents, records and all information necessary to substantiate, to the reasonable satisfaction of the Centre, compliance with the terms and conditions of this Agreement, including: (a) Any documents, records and information that are produced as part of this agreement, and are ethically shareable, specified by the Centre from time to time; and (b) Full evidence (e.g., receipts, records, and invoices) of expenditure of the Grant.	Kept for a period of 7 years from the date of expiration or termination of this Agreement unless otherwise specified in writing by the Centre.

Special Conditions

- (a) Grant received by the Grantee from other Grantor outside of this Agreement must not be used by the Grantee for the delivery of the Grant Activity without prior written approval of the Centre.

Relationship Management

- (a) The Centre and the Grantee will meet regularly, at agreed timeframes and as needed, to discuss progress and operational aspects of the Agreement.
- (b) The Centre and the Grantee will work together to cooperate and collaborate based on the following values:
- Willingness*: the Centre and the Grantee will demonstrate initiative, embrace each other's issues, act on feedback and display commitment to their respective obligations;
 - Honesty and openness*: problems and changes will be dealt with in a proactive manner, working towards common solutions;
 - Sharing*: wherever possible, the Centre and the Grantee will proactively share information, knowledge and resources, and include each other in decision-making and celebrating achievements;
 - Respect*: the Centre and the Grantee accept each other's respective roles and respect their differences;
 - Stewardship*: the Centre and the Grantee recognise their finite resource limitations - including funds, people and assets - as well as the changing demands on the provision of services;
 - Consistency* - wherever possible the Centre and the Grantee will endeavour to ensure common policies, systems, procedures and practices will be developed; and
 - Good faith* - the Centre and the Grantee make a commitment to see this Agreement work and demonstrate accountability for its achievement.

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 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]*** (excl. GST). The payments of the Grant will be made as follows:



Amount	Date
\$ [insert 50% of awarded grant monies]	[Insert date] , or four weeks following the commencement of Grant Activity upon acceptance of the Grant, whichever is later (Milestone 1).
\$ [insert 30% of awarded grant monies]	[Insert date] , or upon receipt of the Interim Report to the standard indicated in the KPIs, whichever is later (Milestone 3).
\$ [insert 20% of awarded grant monies]	[Insert date] , or upon receipt of the Final Report to the standard indicated in the KPIs, whichever is later (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 Clean Energy Batteries 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 Excellence Clean Energy Batteries at TAFE Queensland ('**Unauthorised Allocation**'), then, without limiting any other rights it may have, TAFE Centre of Excellence Clean Energy Batteries 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 seven years after the Activity Completion Date and to make them available to TAFE Queensland, TAFE Centre of Excellence Clean Energy Batteries; 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 and 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 Clean Energy Batteries, 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 Clean Energy Batteries, 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



Name:

Position:

Signature:

Date:

TAFE Queensland

Name:

Position:

Signature:

Date:

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 Clean Energy Batteries 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 exclusive of any GST payable, and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement.

TAFE Queensland is not required to pay any instalment of the Grant where the Grantee has not complied with its obligations under this Agreement, including any KPI or Grant Activity Reporting Commitments.

TAFE Queensland may withhold payment of any amount which it disputes in good faith, until the dispute is resolved and it is determined that the amount is payable.

TAFE Queensland may also set off any amounts payable by the Grantee to TAFE Queensland against any amounts payable to the Grantee by TAFE Queensland. Nothing in this clause will affect TAFE Queensland's right to recover from the Grantee the whole amount owing by the Grantee to TAFE Queensland or any balance that remains owing after set off.

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 Clean Energy Batteries at TAFE Queensland, 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 Clean Energy Batteries 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 Clean Energy Batteries 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.



16. 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.

17. 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 TAFE Centre of Excellence Clean Energy Batteries.

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.

Applied Research Grants Budget Template

If applicable, please include other income sources, including but not limited to in-kind contributions and/or matching funds.

Income source	Income amount	Expenditure item	Expenditure amount	FY expenditure (25/26 FY or 26/27 FY)	Grant funding expenditure
Total income *		Total project expenditure (must match total income) *		Total grant expenditure (must match funding request) *	

TAFE Centre of Excellence Applied Research Grants Frequently Asked Questions (FAQs)

This information has been developed to support applications for Applied Research Grants through TAFE Centre of Excellence Clean Energy Batteries at TAFE Queensland.

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

- [General questions](#)
- [Applied Research Grants](#)
- [Eligibility & application process](#)
- [Grant assessment & approvals](#)
- [Grant implementation & reporting](#)
- [Collaboration & partnerships](#)
- [Funding & financial management](#)
- [Ethics & risk management](#)
- [Transparency & probity](#)
- [Intellectual property](#)
- [Marketing and publicity](#)

Please consider the information as a guide only. If you require additional assistance, please contact:
cleanenergybatteriestce@tafeqld.edu.au

General questions

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

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

TAFE Queensland is leading the TAFE Centre of Excellence Clean Energy Batteries, a joint initiative between the Australian and Queensland Governments. To address emerging training, workforce and skill needs, the Centre spearheads Applied Research Grants, driving research collaborations and funding innovative projects with universities, industry, communities and other stakeholders.

What is the National Skills Agreement (NSA)?

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

What is the TAFE Centre of Excellence Clean Energy Batteries?

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

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

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

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

This commitment to applied research ensures that our training remains at the cutting edge, equipping people with the skills and knowledge needed to excel in the rapidly evolving battery industry and renewable energy sector.

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

What types of projects do the Grants support?

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

The objectives of the Grants are to:

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

The intended outcomes of the program are to:

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



Applied Research Grants

What is applied research?

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

What are the expected reporting requirements attached to a Grant?

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

Report 1. Commencement of Research Project Report

This report will outline the progress achieved on the research project and risks identified from the date of commencement, including a delivery plan, governance and oversight framework, updated budget (if applicable), a copy of human research ethics approval or evidence of application, recruitment activities, and stakeholder engagement plan.

Report 2. Interim Report

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

Report 3. Final Report

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

What types of research activities are eligible for funding?

Eligible expenditure can include:

- Appointment of temporary contracted labour such as research support staff directly employed for the grant activities (tuition and/or scholarship for students are ineligible expenditure, while the employment of students for project is eligible).
- Data collection, analysis and reporting.

- Community engagement, co-design and other stakeholder consultation activities (including domestic travel and accommodation).
- The development and delivery of innovative education and/or training resources for individuals and/or organisations.
- The promotion and dissemination of the project outputs across multiple channels in collaboration with relevant organisations.

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

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

What are the expected deliverables of the grant?

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



What are the key focus areas for research funding?

Applied research at the Centre focuses on innovation, sustainability and workforce development to address industry needs and inform education and training. The detailed scope and priority areas for applied research can be found in the priority areas of applied research in the [Essential Document Pack](#).

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

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

How do Applied Research Grants contribute to industry and education?

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

What is the maximum grant amount available per project?

A total combined funding amount of \$800,000 is available for Round 3 of the Grants. Applications must nominate a specific amount of funding between \$50,000 and \$200,000, ensuring that the nominated funding figure is proportional to the scope, scale and complexity of the proposed research activity.

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

Can a project receive additional funding in future rounds?

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

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

Eligibility & application process

Who is eligible to apply for the Grants?

To be eligible to receive grant funding:

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

Who is NOT eligible to apply for the Grants?

You are not eligible to apply if you are:

- an individual
- an unincorporated association
- an organisation whose main operations are outside Australia
- Commonwealth and State Government Departments
- education institutions seeking funding for core business.

How do I apply for the grant?

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

To apply you must:

- familiarise with the Grant Opportunity Guidelines, related application materials, and the application process

- complete and submit the application form outlining the proposed applied research project through the SurePact grant management portal, unless the Centre has approved an alternative application method
- address all eligibility and assessment criteria
- include all supporting materials:
 - resumes* of the lead and co-investigators
 - budget in a provided template
 - risk mitigation plan in a provided template
 - letter of Support (if applicable)
- submit the application by 11:00pm (AEST), 7 September 2026.

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

What are the key deadlines for submission?

Key dates for the round 3 grant opportunity are:

- grant opportunity opens: 24 July 2026
- grant opportunity closes: 11:00pm (AEST), 7 September 2026
- technical support for applications closes at 2:00pm (AEST), 7 September 2026.

Note: The Centre may amend the closing date and time at its own discretion by issuing a notice to those registered in the SurePact grant management portal.

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

To maintain equity and fairness, representatives from the Centre are not able to assist you with writing your application. We recommend you refer to the Guide for Writing Proposal available in the [Essential Document Pack](#), which may assist you in the application process. If you have further questions which are not addressed in this document, you can contact the team via email at:

cleanenergybatteriestce@tafeqld.edu.au

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

Compulsory support material for grant applications includes:

- resume of the Project Lead / Chief Investigator (Please do **not** include personal information such as your date of birth, home address, phone numbers, or any identification numbers in your resume)



- completed budget template
- completed risk management plan
- Letter of Support (If applicable).

Can I make changes to my application after submission?

If you find an error in your application after submitting it, you should contact the Centre immediately at: cleanenergybatteriestce@tafeqld.edu.au

You will be unable to change your application after the closing date and time. If the Centre finds an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. We can refuse to accept any additional information from you that would change your submission after the application closing date/time.

Can I apply for a grant after the closing date?

Applications will not be accepted after the closing date. Interested parties are encouraged to monitor the TAFE Queensland Website for future grant opportunity: <https://tafeqld.edu.au/tce-grants>.



Grant assessment & approvals

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

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

Assessment Criterion	Details
1 Overall project design and innovation (40%)	The application must clearly demonstrate how the project aligns with the Grant's overarching objectives and outcomes, as well as the priority areas of applied research. This includes: • a clear articulation of the project's purpose and relevance to the renewable energy and battery sectors • evidence of the proposal to contribute and build into existing knowledge and practices and avoid the duplication • a robust plan to engage and collaborate with TAFEs and relevant stakeholders such as industry, education, and community partners, to support the effective delivery of the project, where applicable, in the form of in-kind and/or financial support • evidence of how stakeholder input will be embedded into project activities and decision-making processes to ensure relevance, impact, and real-world application.
2 Capacity and capability to deliver applied research project, including feasibility and practicality (20%)	The application must outline the capacity and capability of both their organisation and any partner organisations to successfully deliver the project. This should include: • a detailed description of the proposed research methods and timeline • evidence of organisational infrastructure, governance, and resources to support project delivery • demonstrated experience in managing and delivering similar applied research or workforce development projects specified in the resumes • outline of existing linkages with stakeholders or industry that support feasibility. • Matching funds, while not mandatory, will be highly regarded and should be clearly identified, along with the Letter of Support.

3	Application, scalability and replicability (20%)	The application must demonstrate the project's potential to improve education, training, and workforce development for the battery and renewable energy sectors. This includes: • potential to translate research findings into practical outcomes such as new or improved training products, pilot programs, or industry initiatives • discussion of how outcomes can be applied across different contexts, with clear potential for scalability and replication across regions or sectors • evidence that findings will have long-term utility beyond the life of the project.
4	Efficient and effective use of grant funds (10%)	The application must demonstrate how the project will achieve high-quality outcomes in a cost-effective way, including: • a detailed indicative budget showing cost breakdowns for each project component • a rationale for how resource allocation will lead to value for money.
5	Risk management and research ethics (5%)	The application must show how they will manage risks effectively, including: • a clear plan to identify, monitor, and mitigate risks, particularly those that may impact delivery timelines or stakeholder engagement • where applicable, a strategy to address ethical considerations, including compliance with human research ethics protocols.
6	First Nations training and employment (5%)	As part of the Centre's commitment to the <i>National Agreement on Closing the Gap</i>, the application is encouraged to demonstrate how the project will benefit First Nations communities and peoples. • Proposed research activity to be led by, or in partnership with, Aboriginal Community-Controlled Organisations (ACCOs). • One or more of researchers and staff members included in the application, are Aboriginal and/or Torres Strait Islander peoples, as defined in the Commonwealth Department of Aboriginal Affairs. • Proposed research activity and its outcomes have strong potential to empower First Nations communities and peoples

How are applications reviewed and ranked?

Applications which meet the eligibility criteria are assessed on an openly competitive basis against both the weighted criteria (see [Assessment criteria](#) in this FAQs), and other applications. This ensures that the awarding of grant monies is based on quantitative scoring, in addition to a qualitative written

recommendations documenting how it compares to other applications. This process will result in an application ranking in one of the following four categories:

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

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

How long does the assessment process take?

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

Activity	Timeframe
Assessment and review	September 2026
Approval of assessment and review outcomes	October 2026
Notification of outcomes	November 2026
Earliest commencement date of Grant Activity	30 November 2026

What happens if my application is unsuccessful?

If you are unsuccessful, a request for individual feedback can be made within 30 days of being notified of the outcome by contacting the Centre: CleanEnergyBatteriesTCE@tafeqld.edu.au

The team will respond to your request for feedback in writing within 30 days. The opportunity to receive feedback on unsuccessful applications promotes transparency in the decision-making process and improves the capacity of applicants to apply for future grant opportunities.

Grant implementation & reporting

What are the reporting requirements for successful grantees?

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

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

* Note: The Centre may request further information from Grantees upon review of report.

Are there penalties for non-compliance with reporting requirements?

The Centre reserves the right to withhold the payment of the funded project until it receives and accepts any required reports.

What happens if my project faces delays or changes?

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

Collaboration & partnerships

Should I partner with other organisations?

To support the objectives of the Grants, all applicants must demonstrate that the proposed research activity will include a substantive partnership with TAFE Queensland and/or other TAFEs. Where the lead applicant is a TAFE, the application should demonstrate a partnership with industry, university and/or community organisations.

Interstate applicants are encouraged to apply in partnership with TAFE Queensland and/or Queensland-based organisations, as the Grants are designed to address the state's priorities while aiming to disseminate outcomes nationally.

A partnership arrangement with TAFEs may include, but is not limited to:

- co-design and/or co-delivery of research activities with TAFE educators and/or students
- inclusion of TAFE personnel as co-researchers and/or subject matter experts
- other in-kind contributions that enable or enhance research activities.

How can I partner with TAFE Queensland?

Applicants seeking a partnership with TAFE Queensland must submit their expression of interest to the TAFE Queensland Commercial via the link: tafeqld.edu.au/contact/fm/coe-grants-assistance by 5:00pm AEST 21 August 2026. The EOI should clearly outline the proposed project and partnership details, including the role and indicative contributions of TAFE Queensland. Please note that the EOI does not guarantee a partnership, which will depend on the needs and availability of staff and resources during the proposed project period.

Do all project partners need to provide letters of support?

Partnership arrangements verified through the Letter of Support will be viewed favourably by the Selection Advisory Committee.

Which details need to be provided in Letters of Support?

- an overview of how partner organisation(s) will work with you to successfully complete the research project
- an outline of the relevant experience and/or expertise partner organisation(s) will bring to the group
- roles/responsibilities of partner organisation(s) and the resources they will contribute (if any)
- a nominated contact officer or Partner Investigator(s).



Ethics & risk management

Do projects require ethics approval?

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

What are the risk management expectations for grantees?

Applicants must conduct a risk analysis and create a mitigation plan to identify factors that could affect the delivery of Grant Activity. A Risk Management Plan template is available in the Applied Research Grant Risk Management Plan resource at <https://tafeqld.edu.au/tce-grants>.

Are there specific ethical guidelines for research involving human participants?

The [National Statement on Ethical Conduct in Human Research \(2025\)](#) consists of a series of guidelines made in accordance with the *National Health and Medical Research Council Act 1992*.

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

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



Funding & financial management

How is funding disbursed?

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

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

What happens if the project runs under budget?

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

What expenses can be covered under the Grants?

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

What expenses can NOT be covered under the Grants?

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

Transparency & probity

What measures are in place to ensure fairness in the grant process?

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

How does the Centre manage conflicts of interest?

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

Intellectual property

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

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

Which entity will own the Background IP?

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

What are the IP implications for partnership applications?

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

Please view the Letter of Offer template for more information accessible in [Essential Document Pack](#).

Marketing and publicity

When can I promote or advertise my award of the grant publicly?

For successful grantees, a Letter of Offer, and any acceptance thereof, must remain strictly confidential. Details of a successful grant application are subject to embargo until an official government announcement is made public. It is the responsibility of the successful grantee to ensure that any stakeholders and partners connected to the application are aware of the embargo.

Do I need permission to promote or advertise my grant?

Grantees must not advertise, market, or promote the grant in any medium (including online, social media, print, radio, or television) without first submitting the proposed marketing material to TAFE Queensland for approval. All marketing must be published exactly as approved by TAFE Queensland.

Is there a required acknowledgement for publications or presentations?

All advertising, marketing, promotional activities, and research outputs (such as industry reports, literature reviews, conference presentations, and peer-reviewed publications) must clearly and prominently include the following Funding Acknowledgement:

“This work is/was supported by the TAFE Centre of Excellence Clean Energy Batteries, led by TAFE Queensland, a joint initiative between the Australian and Queensland Governments.”

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 risk](#)
- [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's 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's 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

A risk treatment 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

Risk Management Plan

Examples of risk

Risk	Likelihood	Impact	Control Measures or Treatment/ Mitigation Strategies
Delays in receiving funding	Rare/Unlikely/Possible/Likely /Almost Certain	High/Med/ Low	Ensure project commencement aligns to receipt of funding timeframes. Implement reminders to ensure reporting is completed and uploaded in line with milestone & payment release reporting requirements.
Involvement of vulnerable population	Rare/Unlikely/Possible/Likely /Almost Certain	Med/High	Ensure the project is approved by the Human Research Ethics Committee or equivalent at Grant Applicants' institutions and submit a copy of the ethics approval to the TAFE Centres of Excellence.
Fieldwork and/or travel	Rare/Unlikely/Possible/Likely /Almost Certain	Med/High	Ensure project team completes fieldwork/travel safety training or equivalent at Grant Applicant's institutions; Ensure fieldwork/travel adheres to the institutions' policy and procedures. Monitor environmental impacts that could impact air travel.
Delays in recruitment of staff	Rare/Unlikely/Possible/Likely /Almost Certain	High/Med/ Low	Realistic understanding of what can be achieved within a limited timeframe and budget and awareness of what staff are likely to be available. Review existing workforce resources and identify reprioritisation strategies to meet project timeframes.
Budget shortfalls	Rare/Unlikely/Possible/Likely /Almost Certain	High/Med/ Low	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies. Take a competitive approach to the market. Maintain a monthly review to monitor forecast and actual expenses for the project.
Operational demands lead to delays to the timely delivery of project	Rare/Unlikely/Possible/Likely /Almost Certain	High/Med/ Low	Ensure project manager/coordinator is fully capable and is working to a realistic project plan, timeline, and budget. Escalate operational requirements for distribution across other project teams.

Target populations do not respond to project	Rare/Unlikely/Possible/Likely /Almost Certain	High/Med/Low	Thorough needs assessment and response is part of the project proposal and evidence of both need and adequacy of response is identified in project plan. Ongoing marketing and flexible project delivery. Engage in target specific communications.
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Risk management plan template

Complete the Risk Management Plan using the information provided above. Add all risks which you have identified. Consider risks relevant to the proposed grant activity, your organisation, and your context of operation (the geographic and community setting, available infrastructure, other organisations, etc.).

Risk reference	Risk identification What event(s) can happen and how it can happen	Risk impact What are the effects if it does happen	Risk controls What controls are currently in place	Likelihood	Consequence	Current risk rating	Acceptable/ unacceptable?	Proposed treatment 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.	