

NSW SPACE RESEARCH NETWORK

SEED PROJECT GRANTS

Guidelines for applicants 2021-22

1. Scheme Purpose

- 1.1. The SRN Seed Project Funding Scheme is a competitive program that supports collaboration between NSW-based businesses and SRN member universities. The scheme is administered by the NSW Space Research Network and funded by the NSW Government.
- 1.2. The SRN will provide 1:1 matching funds for industry-led R&D projects co-developed by both industry and university members.
- 1.3. The purpose of the Scheme is to grow space industry capability within New South Wales. SRN Seed Projects should demonstrate clear impact to satisfy an existing or emerging space sector need.
- 1.4. Applications for Seed Project are solicited by formal call-outs posted on the [SRN website](#), associated networks and publications.

2. Support available

- 2.1. Successful proposals can be funded up to \$75,000 per project to match industry project contributions. Matching industry co-funding is a pre-requisite for a successful application, with at least 25% of co-funding cash from SMEs (up to 200 employees) and matching cash funding from larger entities.
- 2.2. Projects are expected to be completed within 12 months, with a typical research and development program scoped for 2-6 months.
- 2.3. Total funding, including industry and SRN contributions, must be paid and used for research & development activities at the SRN Member University.
- 2.4. Industry may leverage their cash contribution from other funding schemes like Innovation Connections.

3. Eligibility criteria

- 3.1. SRN Seed Projects must be led by a NSW/ACT based business in collaboration with an SRN member university.
- 3.2. To be eligible for SRN Seed Project funds, an industry partner must:
 - Be a company located in NSW or the ACT
 - Have an Australian Business Number (ABN) and be registered as a company or trust
- 3.3. Industry applicants are not eligible for SRN Seed Project Funds if they are
 - exempt from income tax
 - a Commonwealth, state or local government agency or body

4. Use of funds

- 4.1. Funding from the SRN Seed Project Grant Scheme will be in the form of a cash contribution following the execution of Agreements.
- 4.2. Cash contributions from the Industry Partner must be transferred to an SRN Member University upon execution of the Agreements.
- 4.3. Funds must be used to directly support the research project described in the application and must be spent at the Partner University. Funds can be applied to the following:
 - *Direct salary costs* for academic researchers working on the project including chief investigators (not preferred), early career researchers, research assistants etc.
 - *On-cost salary expenses* up to maximum of 30% of direct salary costs and consistent with the university policy. On-costs must be itemised in the application and can only include the following items: superannuation, payroll tax, payroll tax on superannuation, workers compensation, long service leave, and maternity leave. Universities must submit their on-cost salary expenses itemised by each category as the attachment of the application form.
 - *Equipment, software, material and consumables* essential for the project. Funding will not be provided for equipment and consumables purchased by the industry partner, considered to be for broad general use or already held by the university.
 - *Travel costs* essential to the project for the researchers working on the project
 - *Stipends for HDR students* working on the project
- 4.4. Budget items which are not supported by the Seed Project funding and should NOT be requested in the budget include:
 - *Infrastructure (overhead) costs* related to general operations of the university shared among projects and functions
 - *Salaries of industry partners* working on the project
 - *Equipment, software, material and consumables* purchased and used by the industry partner
 - *Costs not directly related to the project* including but not limited to conference fees, workshop expenses, entertainment costs, professional membership fees, professional development courses, visas, relocation costs, insurance and other indirect costs
- 4.5. All expenses must be itemised in a budget section of the grant application. Funds must be spent in accordance with this budget and any requests for variations must be made to the Space Research Network Manager and approved in advance.
- 4.6. The SRN reserves the right to tailor funding support according to what it believes is required to assist with the project delivery.

5. Application process & timeline

5.1. Application for the SRN Seed Project Grants is a one stage process.

5.2. Applicants must submit an electronic copy of their application by the due date to admin@srn.org.au

5.3. The timeline of the application process is as follows:

07-Dec-21	Funding Announcements Released
18-Feb-22	Applications due – deadline extended
25-Mar-22	Technical Review Panel Assessment
01-Apr-22	Result announcement
Apr-May-22	Contracting
01-Jun-22	Project Start

5.4. All applicants are expected to communicate with SRN Coordinator at participating university to ensure that they have optimum visibility of progress of intended submissions.

5.5. Applicants should clearly identify in their application (including attachments) any information that must be treated as confidential.

6. Selection criteria and selection process

6.1. Seed Project grant scheme is administered by the Space Research Network. SRN will collect applications and conduct an initial assessment for completeness and eligibility.

6.2. All applications will undergo a competitive assessment by a Technical Review Panel that evaluates eligible applications for funding allocations based on the following selection criteria:

- Identified Need in Space (technology or capability)
- Novelty and potential to become world leading
- Technical/ Scientific Merits, Scientific and Technical Risk, Best Collaborative Team
- Potential for impact and implementation pathway
- Capacity and capability of applicants to commercialise project IP

- 6.3. All applicants will be informed of the outcomes of the Technical Review Panel, with feedback on decisions for funding allocation. The outcomes of the SRN SeedProject call-out must remain confidential until otherwise advised by the Space Research Network.

7. Funding Agreements, Intellectual Property

- 7.1. All applicants who are successful and who accept the offer of a grant will be required to enter into formal Agreements that will specify obligations and accountabilities of the recipients.
- 7.2. The Space Research Network will endeavour to complete the assessment and contracting processes as quickly as possible. Hence, the SRN Coordinators of universities involved with Seed Projects must:
- Liaise with the industry partner shortly after the application submission deadline in order to negotiate a research contract between the business and their university (Contract 1); and
 - Liaise with the SRN after a funding offer for a Seed Project has been made in order to execute a Multi-Institutional Agreement between the Space Research Network (represented by the University of Sydney) and lead university (Contract 2)
- 7.3. All contracts must be signed within **30 business days** of receipt of draft contract.
- 7.4. Contracts must be fully executed before SRN Seed funding is transferred and projects commence.
- 7.5. Intellectual Property arrangements will be negotiated on case-by-case basis between the industry partner and participating SRN Member University.
- 7.6. In general, the SRN supports the arrangement where the industry partner contributing to the project owns the project IP, and has the right to commercialise it. SRN Member universities retain a royalty-free license in perpetuity to pursue research that uses or builds on project IP. Owners of the background IP will provide access to such background IP, subject only to terms of access being negotiated in good faith.

8. Reporting Requirements & Acknowledgement

- 8.1. The Chief Investigator from the SRN Member University will be required to provide a final report on project outcomes to the SRN (administered by the University of Technology Sydney). Final reports must be submitted to admin@srn.org.au within 2 months of the project end date negotiated in the Agreement.
- 8.2. The final report consists of a technical report and a financial acquittal. The SRN member university must submit a financial acquittal for the project as a whole.
- 8.3. All expenditure must be in accordance with the project description and broad structure of the proposed project cost detailed in the proposal. The SRN member university must retain all evidence of the expenditure.
- 8.4. All changes to project cost or roll-over of the funds must be justified and approved by the SRN (administered by the University of Sydney and the University of Technology Sydney).
- 8.5. Publications containing material or research findings from an SRN Seed Project activity must include acknowledgement of SRN Seed project funding and the NSW Government in a form: *"We thank the NSW Space Research Network and NSW State Government for financial support of this project through grant SRN Seed Project- 2022-xx."*
- 8.6. The SRN reserves the right to promote supported Seed projects through its communication channels including media releases, SRN website, newsletters, tradeshows, and the annual report.
- 8.7. A brief description of Seed Projects will be recorded in the SRN annual report with the following information: applicant organisation, university collaborator, grant amount, project cost and project title. Applicants may be requested to provide a description of their project or personal experience with a SRN Seed Project for case studies or press releases, on a strictly voluntary basis.