

Maitri Scholars Program 2023 -24 Grant Guidelines

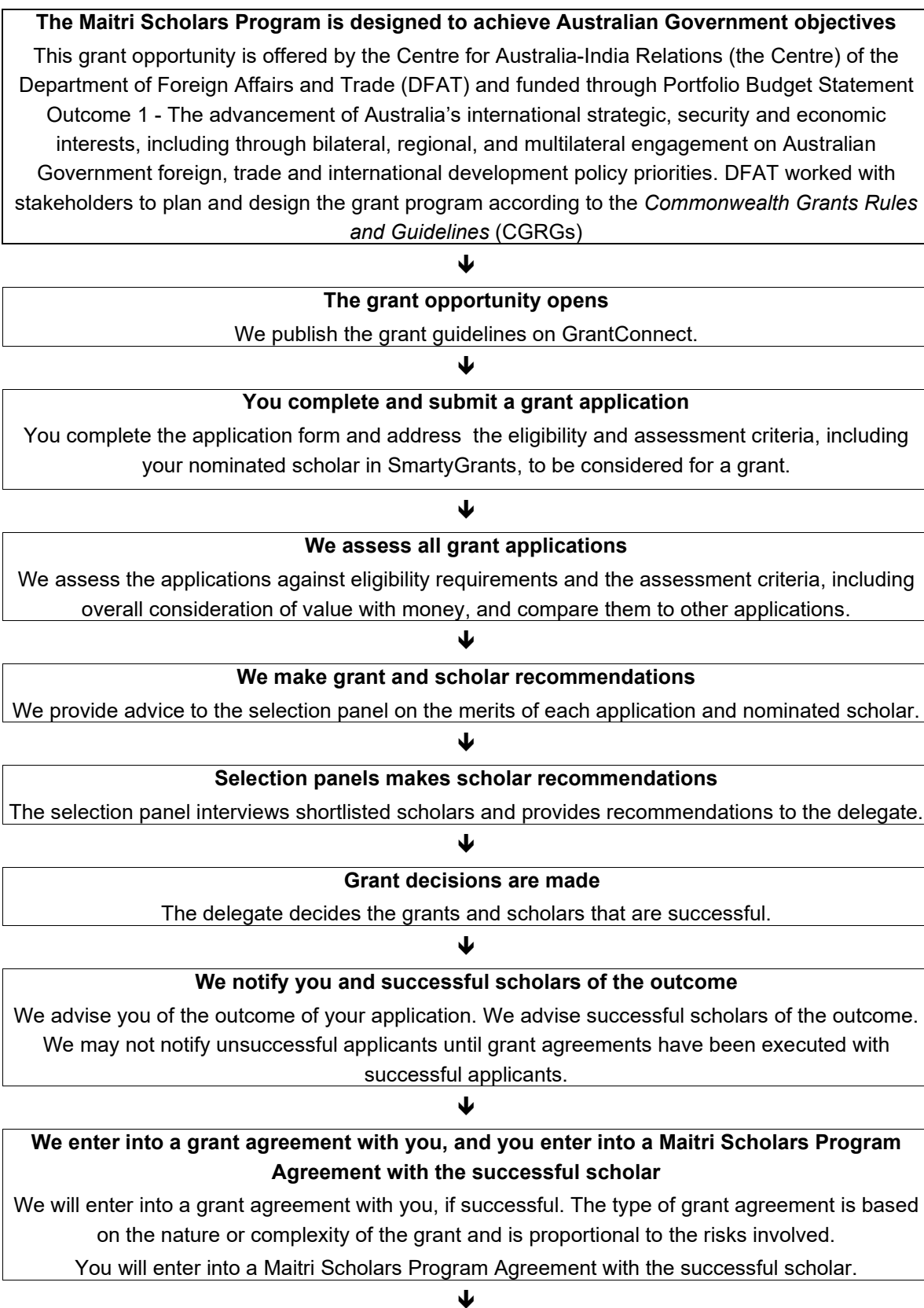
Opening date:	8 August 2023
Closing date and time:	1 January 2024 (12 pm AEST)
Commonwealth policy and administering entity:	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, contact maitrischolars@dfat.gov.au . Questions should be sent no later than 1 December 2023
Guidelines released:	8 August 2023
Type of grant opportunity:	Targeted, Competitive

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1. Maitri Scholars Program: 2023-24 Round processes



Delivery of the grant

You undertake the grant activity as set out in the grant agreement. We manage the grant by working with you, monitoring your progress and scholar progress, and making payments.



Evaluation of the Maitri Scholars Program

We evaluate your grant activity, scholar and the Maitri Scholars Program as a whole, based on information you provide us and information we collect from various sources.

1.1. Introduction

These guidelines contain information for the Maitri Scholars Program grant: 2023-24 round, including eligibility requirements and process for selecting a scholar.

You must read these guidelines before filling out an application.

These guidelines set out:

- the Maitri Scholars Program's (the Program) strategic objective and outcomes
- eligibility requirements and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- how scholars are selected, and
- responsibilities and expectations in relation to the opportunity.

This grant opportunity will be administered by the Centre for Australia-India Relations (the Centre) according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

2. About the grant program

The Maitri Scholars Program funding for scholarships is available, each year, for three years from 2023-24 to 2025-26. The program was announced as part of the measure to strengthen linkages with India, including the establishment of the Centre for Australia-India Relations.

This program is a key element of the government's effort to boost Australia's economic ties with India as embodied in *An Update to the India Economic Strategy to 2035: Navigating from Potential to Delivery (IES Update)*. The Centre's mission is to promote and coordinate enhanced co-operation and exchange between Australia and India. The Centre will deliver its mission around four complementary strategic pillars:

1. promoting policy dialogue to update Australians' appreciation of the importance of the bilateral relationship to Australia, and of the potential economic opportunities with India
2. building Australian business literacy and business-to-business links to help Australia harness economic opportunities in India
3. engaging Australia's Indian diaspora communities to help influence Australia's public perceptions of India, deepen an understanding of India, and guide entry into the India market, and
4. deepening cultural partnerships between leading institutions and fostering an understanding of modern India to support stronger bilateral people-to-people ties.

2.1. About the Maitri Scholars Program grant opportunity

Underpinned by strategic pillars 2, 3 and 4 of the Centre the Program aims to:

- promote Australia's high-quality education and bolster our reputation to ensure Australia is a destination of choice for high-performing Indian students
- develop deep and long-lasting people-to-people and institutional links between Australia and India

- enhance Australia and India's cooperation, networking and cultural connections through students and institutions
- promote, coordinate and connect scholars and alumni with Australian business, including the Australian Indian business community to support business linkages and build business literacy
- encourage and support greater research collaboration and linkages, and
- provide scholars the opportunity to participate in events, activities, and work programs to enhance their experience, expand their networks, support increased bilateral business literacy and contribute to academic and program goals, including by leveraging the diaspora business community.

The objectives of the grant opportunity are to attract and support top Indian students to complete postgraduate Higher Degree by Research (HDR) - Masters (by research) or Doctor of Philosophy (PhD) studies in STEM-related fields of:

- advanced manufacturing
- critical technology (incl. batteries)
- critical minerals, and
- clean energy solutions

at universities across Australia, consistent with the priorities identified in the [IES Update](#).

The program will run for approximately eight years; however, scholars will participate in the program for a maximum of four years. The duration and funding amount will be specified in their Maitri Scholars Program Agreement (Agreement). The duration will only be extended in exceptional circumstances, no additional funding will be provided. The scholarship program may include study, professional development, and, if possible, internship/work placement.

Maitri Scholars will join an alumni community, managed by the Centre, to share their experiences, promote the program and continue to develop knowledge of and professional links with Australia including the Indian diaspora community.

The intended outcomes of the grant opportunity are to provide funding to eligible Australian universities to promote research opportunities, administer the scholarship and support Indian postgraduate students to study in Australia.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced funding of approximately \$2.2 million for scholarships under the Maitri Scholars Program Grant Round 2023-2024.

This funding covers all aspects of the Maitri Scholars Program including administration.

Grant funding will vary and must be requested as part of the grant application. The maximum grant amount under this round is:

Masters by research (maximum 2 years) - \$199,382 per grant/per scholar

- Travel allowance/establishment allowance (one off payment) – \$12,726
- Contribution to tuition - \$80,000
- Professional development - \$25,000

- Stipend (paid by the applicant to the scholar monthly) - \$75,656
- Contribution to administration and management - \$6,000

PhD (maximum 4 years) - \$366,038 per grant/per scholar

- Travel allowance /establishment allowance (one off payment) – \$12,726
- Contribution to tuition - \$140,000
- Professional development - \$50,000
- Stipend (paid by the applicant to the scholar monthly) - \$151,312
- Contribution to administration and management - \$12,000

Preference will be given to applications that provide co-contributions towards grant activities, these can be contributions from either the applicant or a third-party.

There is no minimum grant amount but the maximum grant amount for an application is \$366,038.

The Centre will shortlist and select the successful scholar from those nominated by the applicant as part of their grant application. Applicants will be responsible for administering funding to the successful scholar.

Detailed information regarding scholarship benefits is in Section 5.2.

3.2. Grant period

Grants available in this 2023-24 grant opportunity are for scholars commencing between February and December 2024.

Grant funding will be made available to the applicant upfront. The applicant must distribute the funding to the successful scholar over the course of their study, should the scholar remain eligible. Eligibility requirements are outlined in Section 4.

You must complete your grant by the date agreed in the grant agreement and the scholar's Maitri Scholars Program Agreement. Following the grant period, an evaluation period will commence.

3.3. Roles and responsibilities of the Australian Government

The Centre is responsible for strategic leadership, policy, implementation, monitoring and evaluation, business liaison and public diplomacy of the Program.

The Centre and its Advisory Board manages the application and selection processes of the grant. Staff from the Centre have appropriate skills and experience to assess applications. All personnel are subject to the CGRGs and are required to declare any conflict of interest.

The Centre is not responsible for arranging the study components, work components or travel arrangements (including visas and accommodation). Scholars, in consultation with their chosen Australian University, are responsible for planning and carrying out their approved program, as per their agreement.

3.4. Roles and responsibilities of Australian universities

Each applicant:

- nominates an officer (and an alternate contact, where possible) as the contact point for information

- should use networks, partners and connections in India to encourage students to submit a HDR application through their university's usual HDR process, identifying that they would like to be considered for a Maitri Scholarship
- nominates an officer, if different from the contact officer, who will submit the grant application, scholar nominations and receive updates during the selection process
- must ensure their application is completed in SmartyGrants, and includes supporting documentation, and is submitted by the closing date/time
- must, as part of their grant application, include the HDR application of an eligible and suitably qualified scholar they wish to nominate for a Maitri Scholarship
 - applicants must submit one grant application per nominated scholar, with a maximum of two grant applications submitted in this round
- must obtain the consent of each scholar to include their personal details in the application that is provided to the Centre
- must ensure the email addresses provided for scholars are up-to-date and accurate
- must confirm that each scholar's proposed research topic is eligible and aligns with the Program's objectives
- must meet any costs associated with preparing and lodging their application
- is responsible for the decision to apply for and, if successful, to accept the grant
 - the Australian Government will not be liable for any loss, damage, injury or harm that might be suffered during, or in connection with, the Program
- must assist successful scholars with advice, assistance, and program management, including:
 - administration, application, and selection process support
 - distribution of scholarship benefits
 - arranging a suitably qualified panel of supervisors including both academic and industry representatives
 - assistance with scholarship variation requests
 - advice, guidance, support, and pastoral care before and during the Program.
 - will undertake regular monitoring of the scholar to effectively report progress and communicate with the Centre, DFAT and other agencies to minimise risks and ensure successful completion of the program.

3.5. Roles and responsibilities of scholars

Each scholar:

- must obtain and comply with the appropriate visa/s for the duration of the Program
- must make their own enquiries about the risks involved in overseas travel, including travel to Australia, and be fully informed about the risks at all times
- must obtain and maintain overseas student health cover and travel insurance
- must exhibit professional behaviour throughout the selection process and during participation in the program

- must comply with their *Maitri Scholars Program Agreement* and its incorporated documents including the *Australian Code for the Responsible Conduct of Research* and the *Media and Publication Guidelines* during the program.
 - Evidence of unprofessional behaviour, including but not limited to, misrepresentation of the truth in their HDR application or at interview, or inappropriate social media posts or public commentary referencing the program, or the Centre or the Australian Government can be grounds for not awarding or cancelling a Maitri Scholarship.

4. Eligibility requirements

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1. Who is eligible to apply for a grant?

To be eligible for this grant opportunity, you must be an Australian University with an active registration who meets the following criteria:

- A higher education provider registered with the Tertiary Education Quality Standards Agency (TEQSA), and
- A tertiary provider registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

4.2. Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- are an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au), or
- do not meet the eligibility criteria described under section 4.1.

4.3 What qualifications, skills or checks are required?

If you are successful, all relevant personnel working on the grant activity must maintain the following registration/checks as required by their relevant jurisdiction:

- Working With Vulnerable Persons Registration
- Working With Children Check.

5. What the grant money can be used for

5.1. Eligible grant activities

Applicants can only provide scholarship funding to the scholar nominated in the grant agreement. To be eligible the scholar must:

- be an Indian citizen
- not be a current citizen or permanent resident of Australia
- be a new Australian University enrollment
- have completed an eligible HDR application through the nominating Australian University

- ensure they are proposing to study or are studying an approved course with suitably qualified academic and industry panel oversight at the nominated campus
 - an approved course of study is a postgraduate Higher Degree by Research (HDR) - Masters (by research) or Doctor of Philosophy (PhD) studies in STEM-related fields of:
 - advanced manufacturing
 - critical technology (incl. batteries)
 - critical minerals, and
 - clean energy solutions.
- be willing and able to participate in Maitri professional development events and functions organised by the Centre, DFAT or the Australian University and, if possible, a work placement/ internship
- hold a valid Student (subclass 500) visa for the duration of the scholarship
- adhere to the *Maitri Scholars Program Agreement* and associated documents including the *Australia Code for the Responsible Conduct of Research*.

Reallocation of scholarships

If a scholar fails to uphold their eligibility requirements during the agreed scholarship period, funding to the scholar must cease. In this case, the applicant must notify the Centre immediately at maitrischolars@dfat.gov.au to determine whether the remaining funding can be reallocated to a different scholar, who meets the eligibility criteria, or returned to DFAT. The Centre will maintain a shortlist of eligible scholars in the event funding needs to be reallocated and offered to a new scholar as a partial scholarship.

5.2. Eligible expenditure

The applicant can only spend grant funding on eligible expenditure incurred on eligible grant activities.

Eligible expenditure items are:

- One-off travel and establishment allowance (eligible expenditure: visa, flights, passport, overseas student health cover, travel insurance and temporary accommodation)
- Contribution to tuition
- Professional development, including to attend functions and events organised by the Centre and DFAT
- Stipend
- Administration/management of the scholarships

Expenditure on grant activities is only eligible when incurred between the start date and end or completion date of the Agreement. The applicant must distribute funding in line with what is agreed in the Grant Agreement.

Scholars must hold a Student (subclass 500) visa before the travel and establishment allowance is paid to the scholar, the only exception is the visa application fee. The scholar must have arrived in Australia before they can receive a stipend.

5.3. What the grant money cannot be used for

Grant money cannot be used for the following activities:

- purchase of land
- major capital expenditure

- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

6. The assessment criteria

In addition to meeting the eligibility requirements, you must address the following assessment criteria in the application. All criteria have equal weighting.

Please note: as part of the selection process the Centre will contact shortlisted scholars, nominated by the Applicant, inviting them to attend a virtual interview. Representatives of the applying University may also be invited to attend.

Criterion 1

Describe how your university will support the objectives of the Maitri Scholars Program and the Centre and how this grant will contribute toward your institution's and Australia's strategic priorities.

When addressing the criterion strong applicants will:

- Describe how the university will work with the Centre to promote and coordinate enhanced cooperation to bolster the Australia-India relationship and how you will encourage and support scholar connection with academic and community leaders, including the diaspora.
- Describe the nature of the qualification/research topic and how it aligns with Australia's strategic priorities (advanced manufacturing, critical technology (incl. batteries), critical minerals, and clean energy solutions), including how it aligns with the university's strategic engagement with India.

Your response will be limited to 500 words in the application form.

Criterion 2

Demonstrate linkages your university has with leaders in academia and industry and how these will be leveraged to support a Maitri scholar to maximise the Program's benefits.

When addressing the criterion strong applicants will:

- Demonstrate existing linkages with a Cooperative Research Centre (CRC) or industry and industry bodies. *Preference may be given to universities with existing partnerships with a CRC or other industry bodies.*
- Demonstrate how you can provide each scholar a blended, suitability qualified supervisory panel of academic and industry representatives to support research and business objective. *Preference may be given to research with commercialisation potential, refer to Higher Education Research Commercialisation Intellectual Property Framework.*
- Describe how existing linkages and relationships with CRCs and industry will be used to provide experiences that will contribute to the professional development of the scholar and consequently meet the Centre's objectives.

Your response will be limited to 500 words in the application form.

Criterion 3

Explain why you nominated the scholar to receive a Maitri Scholarship.

When addressing the criterion strong applicants will:

- Describe what qualities and qualifications does the scholar possess that makes them a preferred candidate?
- Describe how your candidate demonstrates academic excellence, exceptional critical thinking, problem-solving and interpersonal skills

Your response will be limited to 500 words in the application form.

Criterion 4

Demonstrate your university's capacity and capability to provide effective student support above and beyond minimum legislative requirements, including any other benefits that would be provided to the scholar.

When addressing the criterion strong applicants will:

- Describe the institution's track record in providing support services to international students.
- Demonstrate how the institution will ensure scholars have access to and utilise adequate support services throughout the duration of their studies, including health and welfare services, career advice, and accommodation support.

Your response will be limited to 500 words in the application form.

Criterion 5

Detail whether your institution, industry partner or a third-party will offer additional financial or in-kind benefits to the Program and/or the scholar in addition to those requested as part of the grant application.

- Financial or in-kind benefits could include: waiving or reducing tuition; in-kind or financial sponsorship from third parties like industry partners or CRCs; co-contribution through an accommodation or stipend scholarship; scholar participation in events/functions, etc.

Your response will be limited to 500 words in the application form.

7. How to apply

Before applying, you must read and understand these *Guidelines, the sample Grant Agreement, the sample Maitri Scholars Program Agreement and the Frequently Asked Questions* which can be found at [GrantConnect](#).

Any alterations or addenda¹ will be published on GrantConnect. By registering on GrantConnect, individuals will be notified automatically of any changes. GrantConnect is the authoritative source for Australian Government grants information.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

Scholars

- Scholars must complete a Higher Degree by Research application process through an Australian University for STEM-related research in the fields of: advanced manufacturing, critical technology (incl. batteries), critical minerals, and clean energy solutions. Scholars must nominate to be considered for the Maitri Scholars Program
 - preference will be given to research that aligns with the Australian Government's strategic priorities
- Applicants must confirm eligibility and suitability of the scholar
- Applicants must nominate the scholar in their grant application
- Scholars will be shortlisted by the selection panel. If shortlisted, the scholar will be contacted by the Centre to arrange an interview
- The selection panel provides recommendations to the Centre's CEO (the delegate), and the delegate decides which scholars are successful.

Applicants

To apply for a Maitri Scholars Program grant, applicants must:

- complete the online application form on [SmartyGrants](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, including the full HDR application of the nominated scholar
- submit the application by 12pm on 01 January 2024

Applications must be completed through SmartyGrants. The Centre will not provide application forms or accept applications for this grant opportunity by fax, mail or email.

The application form includes help information. You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact maitrischolars@dfat.gov.au.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1. Attachments to the application

We require the following documents with your application:

- All documentation the nominated scholar included as part of their Higher Degree Research application to the university.

- Evidence of financial or in-kind support included in your response to criteria 5.

7.2. Timing of grant opportunity processes

The list below summaries the indicative key dates and steps in the selection process. The Centre may amend the timeframe at any time by posting a notice on GrantConnect.

Expected timing for this grant opportunity

Activity	Timeframe
Application period	21 weeks
Assessment of applications	8-10 weeks
Negotiations of agreements and awarding of scholarships	Up to 8 weeks
Earliest start date of grant activity	May 2024
End date of grant activity	As specified in the grant agreement

7.3. Questions during the application process

Please direct any questions during the application period to maitrischolars@dfat.gov.au. The Maitri Scholarship Manager or Maitri Grant Administration team will respond to questions within three working days. If applicable, generic answers to questions will be published on GrantConnect as an FAQ or addendum.

We will not respond to questions received after 1 December 2023.

8. The grant selection process

8.1. Assessment of grant applications

The Centre will only accept and consider applications submitted by the closing date and time. The Centre assesses applications as follows:

Stage 1: Eligibility screening

Only applications that meet all eligibility requirements will be assessed in Stage 2.

Stage 2: Assessment of written applications against assessment criteria

Eligible applications are assessed through a competitive process by a panel of assessors.

Each eligible application is assessed against the assessment criteria and against other applications. The merits of each application are considered based on:

- how well it addresses the assessment criteria,
- the suitability and quality of the nominated scholar/s, and
- how it compares to other applications.

The assessors and/or selection panel provide an order of merit to the Centre to determine which scholars/applications are shortlisted and move to stage 3 interviews.

Stage 3: Interviews

The Centre will invite shortlisted scholars and the applying University to attend a virtual interview in accordance with the timetable in Section 7.2.

8.2. Who will assess the grants?

The panel of assessors may comprise officials from the Centre or DFAT who are experienced in assessing Commonwealth grant applications or similar processes managed by Commonwealth departments. All panel members are subject to the CGRGs.

Members of the selection panel have relevant expertise and may be drawn from: senior government officials, industry experts and/or experts on India/international education specialists.

8.3. Who will approve grants?

The short-list is presented to the program delegate (CEO, Centre for Australia-India Relations) who decides successful scholars and which applicants will receive grants. The delegate's decision will take into account the views of the Advisory Board, the recommendations of the selection panel and the availability of Program funds.

The delegate's decision is final in all matters, including:

- a. approval of the grant;
- b. grant funding amount to be awarded; and
- c. terms and conditions of the Grant Agreement and Maitri Scholar Program Agreement.

There is no appeal mechanism for the delegate's decision to award or not award a grant.

The Centre will advise the Minister for Foreign Affairs of the outcome of the round.

9. Notification of application outcomes

The Centre will advise both the successful applicants and scholars of the outcome of their application, including any specific conditions attached to the grant, via their nominated email address.

The Centre will only advise the applicant if they have been unsuccessful. The applicant must then advise the scholars of their unsuccessful nomination.

9.1. Feedback on applications

Applicants can request to receive feedback within 10 business days of being advised of the outcome. We will provide written feedback within one month of your request.

Individual feedback will not be provided to unsuccessful scholars.

9.2. Offer and acceptance processes

Each grant offer is subject to:

- the nominated scholar accepting the position and signing a Maitri Scholars Program Agreement and being able to obtain the appropriate visa, and
- the applicant accepting and signing the Grant Agreement.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Standard Grant Agreement

We will use a standard grant agreement

You will have 45 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Program Delegate.

10.2. Maitri Scholars Program agreement

A scholar must enter into a legally binding Maitri Scholars Program Agreement (Agreement) with you before we pay the grant and before you can pay scholarship benefits to the scholar, This must also be signed before the scholar can commence the program.

Nominated scholars should be provided with and read the sample agreement before being considered for a scholarship. The Australian Government will not be liable for any costs incurred by the scholar or a third party in relation to the program before an agreement is entered into.

The agreement will detail the scholar's responsibilities in relation to the Program and the benefits payable to the scholar by the applicant. The Agreement may have specific conditions determined by the assessment process or other considerations made by the program delegate. The Centre will identify these in the agreement.

The agreement will be included as an attachment to the grant agreement and must be returned signed with the grant agreement to the Commonwealth.

The Commonwealth may recover funds if there is a breach of the Agreement.

The version of the guidelines in place at the closing date/time of this round will apply to the program.

10.3. Variations to scholarship programs

Once an offer is accepted, course variations will only be considered where exceptional circumstances prevent a scholar from completing the program as initially proposed. Scholars may only vary their program and research topic if agreed by both the applicant and the Centre.

Any request for a variation must be provided by the applicant to the Centre in writing to maitrischolars@dfat.gov.au, at least one month in advance of the proposed variation commencing, or such shorter period as required by the circumstances.

Please note: The Centre will not consider applications to move between Australian Universities once the applicant has accepted the grant agreement and the scholar has accepted the offer and signed the Maitri Scholars Program Agreement.

The decision to approve a variation to a program will be made on a case-by-case basis by the Centre, in its sole and absolute discretion.

Scholars are liable for any financial commitments made by them in relation to their proposed change of program where those commitments are made before receiving formal advice granting the program variation.

10.4. Specific legislation and policies

Scholars must comply with all relevant Australian laws and regulations while in Australia participating in the Program. This includes compliance with laws in relation to child protection and the prevention of sexual exploitation, abuse, and harassment.

The Centre or DFAT does not tolerate exploitation, abuse, or harassment. This applies within DFAT and extends to our partners. Grant recipients and scholars must read and adhere to DFAT's Child Protection Policy and Preventing Sexual Exploitation, Abuse and Harassment Policy (PSEAH), which set out expectations in relation to appropriate behaviours and reporting requirements. DFAT takes all allegations and reported incidents of exploitation, abuse, and harassment seriously. Scholars also have an obligation to comply with the university's policies on child protection and PSEAH.

10.5. How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you agreed to make
- any in-kind contributions you will make
- any financial contribution provided by a third party

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself. We will pay 100 per cent of the grant on execution of the grant agreement.

The grant agreement and Maitri Scholars Program Agreement sets when and how scholarship benefits will be paid by the applicant to the scholar. Payments of scholarship benefits are subject to the scholar meeting the requirements set out in the Agreement.

Applicants and scholars should refer to the sample grant agreement and the Maitri Scholars Program Agreement for further information.

10.6. Taxation

Grants are assessable income for taxation purposes, unless exempted by a taxation law. The Centre recommends the applicant and the scholar seek independent professional advice on their taxation obligations or seek assistance from the [Australian Taxation Office](#) before you enter into an agreement. The Centre does not provide advice on particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect and the Centre's website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

The Centre may also publicise details of individual scholars including, but not limited to:

- a. names of successful scholars and the Australian University,
- b. description of the research topic,
- c. the amount of funding awarded, and
- d. photographs of scholars, provided by scholars or taken by the Centre or DFAT.

12. How we monitor your grant activity

Requirements and expectations for monitoring the Program are set out in the grant agreement and Maitri Scholars Program Agreement.

12.1. Keeping us informed

You should let us know in writing at maitrischolars@dfat.gov.au if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details
- your registration status with TEQSA.

If you become aware of a breach of the terms and conditions under the grant agreement or the Maitri Scholars Program Agreement, you must contact us immediately.

Scholars must inform you and the Centre at maitrischolars@dfat.gov.au if anything is likely to affect their ability to undertake the Program, in accordance with the agreement.

12.2. Reporting

Progress Report

You must submit reports in line with the grant agreement. Every six months you are required to report on:

- progress against agreed outcomes
- the amount of funding expended on eligible activities to date.

Final Report

You must submit a final report in line with the grant agreement. At the end of the agreement you are required to report on:

- completion report against agreed outcomes
- final amount of funding expended on eligible activities, including end of activity acquittal.

The Centre has engaged the services of a consultant, Allen and Clarke, to develop a monitoring and evaluation framework. The framework includes key measures for capturing information about the reach and scale of the Centre's programs and activities, including the Maitri Scholars Program, and the quality and effectiveness of the Centre's work.

We and/or Allen and Clarke will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

You must tell us of any reporting delays with us as soon as you become aware of them. Your report must be submitted by the due date and in the format requested in the grant agreement.

Scholars must also provide a report in accordance with the Maitri Scholars Program Agreement.

12.3. Evaluation

The Australian Government reports on and evaluates the program. The Centre will follow the Monitoring and Evaluation framework provided by Allen and Clarke. The Centre and/or Allen and Clarke may use information about scholars and their research and program for performance monitoring and management of the program, and to evaluate how effective the program is in achieving the strategic objective and outcomes. The Centre may also draw on information to create testimonials for promotion of the Maitri Scholars Program.

The Centre may request information about applicants, program outcomes and performance for monitoring and evaluation.

Program stakeholders, including university representatives, interview panel members, nominees and scholars may be asked to participate in evaluating the Maitri Scholars Program.

Maitri scholars and alumni are expected to participate in surveys and other program monitoring and evaluation activities during and after completion of their program, as required by the Centre.

13. Probity

The Australian Government will ensure the grant opportunity process is fair, in accordance with the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

The Foreign Influence Transparency Scheme provides the public with visibility of the nature, level and extent of foreign influence on Australia's government and politics. It is recommended you review obligations and responsibilities under the scheme at [Foreign Influence Transparency Scheme | Attorney-General's Department \(ag.gov.au\)](https://www.ag.gov.au/foreign-influence-transparency-scheme).

The Centre may change these Guidelines from time to time. When this happens, the revised Guidelines will be published on GrantConnect.

13.1. Enquiries and feedback

Section 9.1 provides information about feedback on grant applications and to scholars.

Enquiries and feedback about decisions for this grant opportunity should be sent to maitrischolars@dfat.gov.au.

If an applicant, or any other person, does not agree with the way the Centre or DFAT has handled their feedback/complaint, they can refer the matter to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Centre or DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

The Australian Government is not responsible for any misunderstanding arising from the failure by an applicant to comply with these guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if the Centre or DFAT staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Centre in writing to maitrischolars@dfat.gov.au immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the DFAT website.

13.3. Privacy

We treat your personal information according to the Privacy Act 1988 and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Centre or DFAT would breach an Australian Privacy Principle as defined in the Act.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: The Director, Freedom of Information and Privacy Law Section
 Legal Division
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

14. Glossary

Advanced manufacturing

any manufacturing process that takes advantage of high-technology or knowledge-intensive inputs as an integral part of its manufacturing process.

Agreement

See *Maitri Scholars Program Agreement*

Applicant

An Australian University who is applying, has applied for, or is successful in receiving a Maitri Scholars Program grant.

Application

an application for a grant under the Maitri Scholars Program.

Assessment criteria

the principles or standards against which applications will be judged, as set out in Section 6

Australian university

a registered higher education provider for the purposes of the *Tertiary Education Quality and Standards Agency Act 2011* (Cth) that is registered in an 'Australian university' category.

Australian Qualifications Framework

is available at: <https://www.aqf.edu.au/>.

Clean energy

energy produced using natural resources that are abundant and able to be constantly renewed, including the sun, wind, water and trees.

Closing date/time

the date and time beyond which applications will not be accepted, as specified in the Section 7.2

Commencement

the date in the Scholarship Agreement that the scholar is required to commence their scholarship program

Commonwealth Grants Rules and Guidelines (CGRGs)

establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Confidential information

information which satisfies the criteria listed at Section 13.4 or is designated by the Australian Government as confidential or that either party knows or ought to know is confidential. This does not include information that is otherwise in the public domain.

Conflict of interest

real, apparent, or potential private or personal associations or interests (financial or non-financial) which improperly influence, or may improperly influence, a person's performance of their role and responsibilities in relation to the Maitri Scholars Program.

Critical technology (incl. batteries)

current and emerging technologies that have the capacity to significantly enhance or pose risk to our national interest. Critical technologies can be digital (such as artificial intelligence) or non-digital (such as synthetic biology).

Critical minerals

a metallic or non-metallic element that is essential for modern technologies, economies or national security, and has a supply chain at risk of disruption.

Eligibility requirements

the mandatory requirements which must be met to qualify for a grant. Assessment criteria applies in addition to eligibility requirements

Grant

for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

- a. under which relevant money² or other [Consolidated Revenue Fund](#) (CRF) money³ is to be paid to a grantee other than the Commonwealth, and
- b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.

Grant program

a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a DFAT Portfolio Budget Program.

[GrantConnect](#)

the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.

Higher Degree by Research

A higher degree by research (HDR) is defined under the Australian Qualifications Framework (AQF) as a program where the assessable content by research represents more than two-thirds of the total assessable content. A HDR program is typically an AQF level 10 qualification.

Internship

work experience in which a scholar has learning goals relevant to their academic course and professional development.

Maitri Scholarship

² Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* ('**PGPA Act**'). See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

An award under the Maitri Scholars Program, including the relevant scholarship benefits.

Maitri Scholars Program

the meaning in Section 2

Maitri Scholars Program Agreement

the agreement entered into between the Commonwealth and a scholar prior to the start of their scholarship program, in substantially the form of the example provided on GrantConnect.

Outcome

the meaning in Section 2.

Partial Scholarship

any remaining/reallocated scholarship funding that only covers a portion of the cost of studying at the university.

Pastoral Care

emotional, social and cultural support.

PBS Program

described within the entity's [Portfolio Budget Statement](#), PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

Personal information

the same meaning as in the Privacy Act, which defines Personal Information as *“information or an opinion about an identified individual, or an individual who is readily identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.”*

Privacy Act

the *Privacy Act 1988* (Cth)

Private sector organisation

Australian, global and local commercial enterprises (businesses) and non-profit organisations, ranging from those in the informal sector to large multinational organisations, which are not owned by or under the direct control of a government. This does not include host institutions.

Professional Development

learning in addition and complimentary to the study undertaken at the Australian University. This can include participation in conferences, study tours, industry events, Centre/DFAT organised functions and events.

Applicants must prioritise funding for scholars to attend Centre/DFAT organised events, other professional development opportunities funded through the grant must be approved by the Centre.

Program

the Maitri Scholars Program.

Scholar

a student who is either nominated by an Australian University for a Maitri Scholarship or a student who has been awarded a Maitri Scholarship

Scholarship

An award under the Maitri Scholars Program, including the relevant scholarship benefits

Scholarship benefits

One-off travel and establishment allowance, contribution to tuition fees, contribution to professional development, and stipend as described in Section 5.2 or any part thereof, and any other financial or other assistance that may be available to a scholar based on the individual circumstances of a scholar's scholarship program, including as provided by the Australian University.

Scholarship program

the study component, research topic, internship or work placement component, the Scholar proposed in their Higher Degree Research application (subject to any approved variations under the scholarship agreement in accordance with the process in Section 10.3)

Scholarship program commencement date

the date in the Maitri Scholars Program Agreement which the scholar is required to commence the scholarship program.

Scholarship program completion date

the date in the Maitri Scholars Program Agreement by which the scholar is required to complete the scholarship program.

STEM

Science, Technology, Engineering and Mathematics.

Strategic objective

the meaning in Section 2.1

Study component

an approved course of study at an Australian University that meets the eligibility requirements in Section 5.2

Value with money

refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, as determined from a variety of considerations

When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:

- a. the quality of the project proposal and activities
- b. fitness for purpose of the proposal in contributing to government objectives
- c. that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and

- d. the potential grantee's relevant experience and performance history.