



An Australian Government Initiative



COMMERCIALISATION AUSTRALIA

Application Form

Eligible Partner Entities

Before using this form:

- Read the *Commercialisation Australia Customer Information Guide* [the Guide], specifically Section 2.
- Note that applications are handled using the privacy and confidentiality provisions outlined in the Guide.

Any questions in relation to completing or submitting this form should be directed to the CEOofCA@innovation.gov.au or call 02 6213 7611.

Part A: Overview

A1. Who can apply

This application form is for entities that wish to be approved as an Eligible Partner Entity (EPE). An example of an EPE could be the commercialisation office of a research organisation that does not meet the definition of a Publicly Funded Research Agency (refer to the Guide). A business incubator could also qualify as an EPE if it accepts individuals as tenants as well as companies. Please refer to Section 2 of the Guide for additional information.

You are able to satisfy the following:

The primary purpose of the organisation is to assist individuals or companies in commercialising ideas or research

The organisation must be based in Australia and be financially viable

The organisation assists (or is aiming to assist) multiple clients who may or may not be participants in the program

The organisation must have regard to the policy objective of *Commercialisation Australia* and be able to operate within the spirit of the program.

The organisation must declare any conflict of interest with potential program participants

The organisation complies with the *Equal Opportunity for Women in the Workplace Act 1999*

Please note:

- You do not need to register as an EPE if you intend to assist companies only. Companies need to apply directly to *Commercialisation Australia* and only individuals or researchers may apply through an EPE.
- An individual or researcher who has successfully applied for the Skills and Knowledge component through an EPE cannot use the grant to purchase expert advice or services from the EPE.
- If you are the commercialisation office of an Australian university or a Publicly Funded Research Agency (PFRA) then you do not need to register as an EPE. Please refer to the Guide for definitions of Australian university and PFRA.

A2. Policy Objective

The policy objective of the *Commercialisation Australia* program is to build the capacity of, and opportunities for, Australia's researchers, entrepreneurs and innovative firms to convert ideas into successful commercial ventures, enhancing Australia's participation and competitiveness in the global economy and generating commercial returns from Australia's significant investment in public sector research. This is a response to systemic and market failures in the pathway to early stage commercialisation.

Part B: Organisation Details

B1. Organisation name and registration

| | |
|--|--|
| Registered business name | |
| Trading name (if trading under a name other than the registered business name) | |
| Name of unit providing commercialisation assistance (if part of a larger organisation) | |
| Australian Company Number (ACN) (if applicable) | |
| Date of incorporation | |
| Australian Business Number (ABN) | |
| Is the organisation registered for GST? | |

B2. Organisation addresses

Registered business street address (head office)

| | | |
|---|----------|--|
| Address line 1 | | |
| Address line 2 | | |
| Suburb/town | | |
| State/Territory | Postcode | |
| Website address (if applicable) | | |
| Business e-mail address (if applicable) | | |

Business postal address (head office)

Is this address the same as the Business street address above?

YES NO

If **No**, complete the following:

| | | |
|-----------------|----------|--|
| Address line 1 | | |
| Address line 2 | | |
| Suburb/town | | |
| State/Territory | Postcode | |

B3. Primary contact (for this application)

| | | |
|-------------------------|---------|--|
| Title | | |
| First Name | Surname | |
| Job title | | |
| Office telephone number | | |
| Mobile telephone number | | |
| Office fax number | | |
| Email address | | |

Part C: Registration Criteria

To be registered as an Eligible Partner Entity with *Commercialisation Australia* you must satisfy the following conditions.

C1. Core business

The organisation must demonstrate that its primary purpose is to assist individuals or companies in commercialising ideas or research. Please state what services/facilities/resources/assistance the organisation can provide to prospective *Commercialisation Australia* participants.

(1 page or less)

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C2. Organisation details

The organisation must demonstrate that it is financially viable and is based in Australia. Please state what your corporate structure is (including ownership), your revenue/cash flow source(s), and financial viability of the organisation.

(1 page or less)

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C3. Clients

The organisation must assist, or aim to assist, multiple clients. Please state what your client base is, describe any grounds for conflict of interest between the organisation and potential participants to *Commercialisation Australia*, and outline the expected cost to an individual/researcher in applying through your organisation for a *Commercialisation Australia* grant (e.g. upfront fee, percentage of grant approved).

(1 page or less)

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C4. Referee

Please provide contact details for a referee (e.g. a current or former client).

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C5. Additional Attachments

If you wish to include additional documents these should be limited to those directly relevant to and supporting the application.

If applicable, please list additional attachments:

| Tick where applicable | Name of document | How the attachment will be provided |
|--------------------------|------------------|-------------------------------------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Part D: Declaration

D1. Authorised person declaration

A person authorised to make the relevant declarations on behalf of the organisation must make the declaration. If any item is not checked to indicate agreement, *Commercialisation Australia* will not accept the application as complete and will not forward it for assessment.

| | |
|---|--------------------------|
| I declare that I am authorised by the applicant to complete this form and to sign and submit this declaration on behalf of the organisation. | <input type="checkbox"/> |
| I declare that I have read and understood the <i>Commercialisation Australia Customer Information Guide</i> . | <input type="checkbox"/> |
| I understand and accept that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Commonwealth may during the application process consult with other Commonwealth agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application. | <input type="checkbox"/> |
| I understand that if the application is approved the applicant must be registered for Goods and Services Tax purposes pursuant to the <i>A New Tax System (Goods and Services Tax) Act 1999</i> . | <input type="checkbox"/> |
| I comply with the <i>Equal Opportunity for Women in the Workplace Act 1999</i> | <input type="checkbox"/> |
| I understand and accept that the Commonwealth will act decisively on any instance of deliberate non-compliance or of fraud and will prosecute to the full extent of law. | <input type="checkbox"/> |
| I understand and accept that the organisation must have regard to the policy objective of the program and operate within the spirit of the program. | <input type="checkbox"/> |
| I declare that the information contained in this application together with any statement attached is and any further information or documentation subsequently provided to the Commonwealth in relation to this application is or will be—to the best of my knowledge—true, accurate and complete in all material particulars. I also understand that the provision of false or misleading information or the making of a false or misleading statement to the Commonwealth in an application is a serious offence. | <input type="checkbox"/> |

D2. Signatory Details

I declare that I am an employee of the organisation and have the authority to complete this form

YES

NO

| | |
|-------------|--|
| Title | |
| Given name | |
| Family name | |
| Job title | |

D3. Signature

| | |
|-------------------------|------|
| Signature | Date |
| Print name of signatory | |

Submitting your application form

Applications for registration as an eligible partner entity with *Commercialisation Australia* must be:

- emailed to CEOofCA@innovation.gov.au; and
- a signed hard copy sent to:

Chief Executive Officer
Commercialisation Australia
GPO Box 9839
CANBERRA ACT 2601

The CEO may seek the advice of the *Commercialisation Australia* Board before making a decision on your application. Applicants will be advised in writing of the decision.

Any questions in relation to completing or submitting this form should be directed to the CEOofCA@innovation.gov.au or call 02 6213 7611.