



Australian Government



NEW COLOMBO PLAN

Connect to Australia's future - study in the region

New Colombo Plan Mobility Program 2021 Round Guidelines

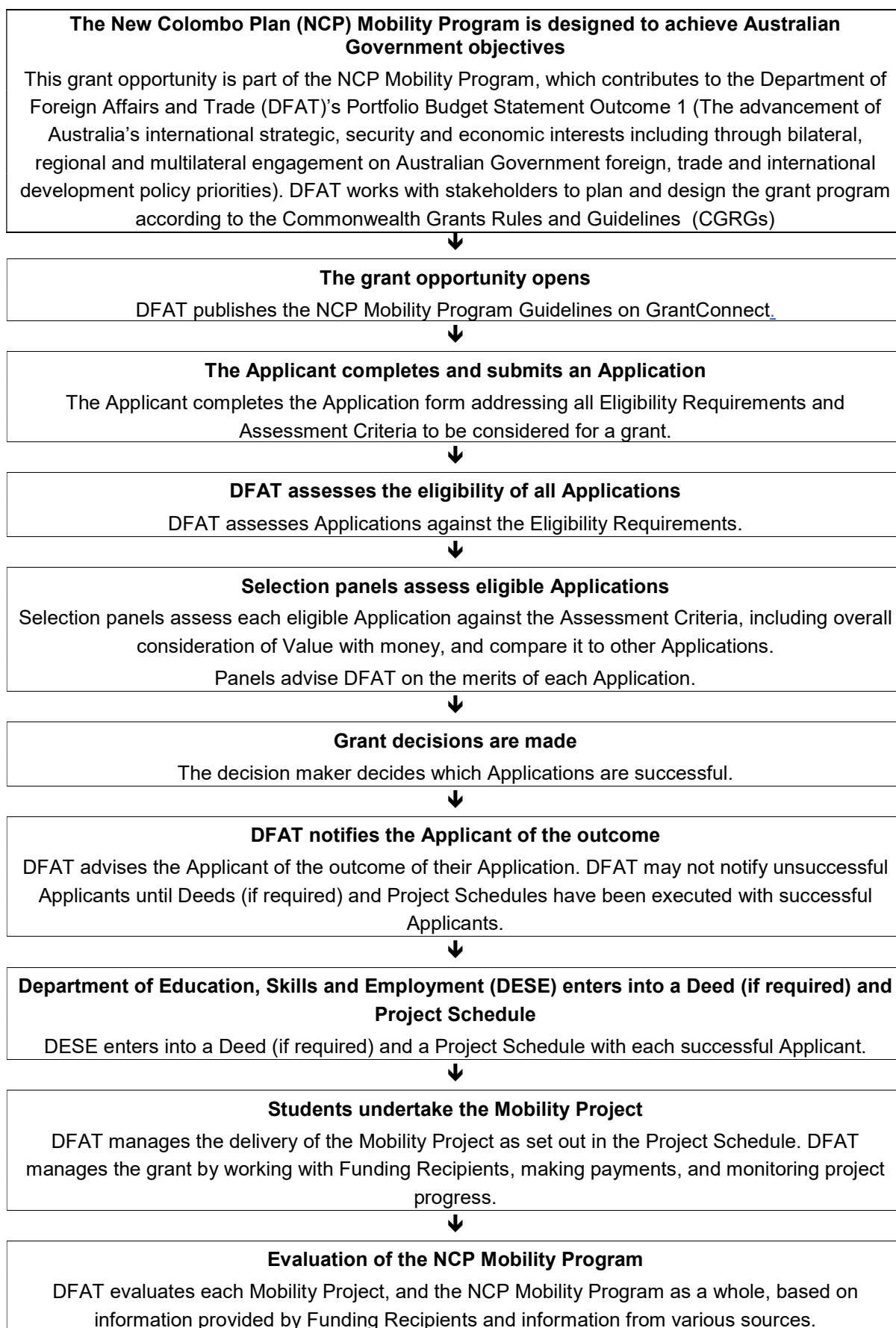
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1. New Colombo Plan Mobility Program: 2021 Round processes



1.1 Introduction

These Guidelines provide information about the 2021 round of the New Colombo Plan Mobility Program (NCP Mobility Program), including Eligibility Requirements and processes for selecting Applications and allocating Funding to successful Applicants.

Before applying, Applicants must read these Guidelines and the [Advice to Applicants](#). These Guidelines take priority to the extent of any inconsistency with the Advice to Applicants.

These Guidelines set out:

- (a) the NCP Strategic Objective and outcomes
- (b) Eligibility Requirements and Assessment Criteria
- (c) how Applications are selected
- (d) how successful Applicants are notified and receive grant payments
- (e) how Mobility Projects are monitored and evaluated, and
- (f) responsibilities and expectations in relation to the opportunity.

Capitalised terms in these Guidelines are defined in the glossary at Section 14.

2. About the grant program

2.1 Strategic Objective and outcomes of the NCP

The NCP, launched in 2014, aims to lift knowledge in Australia of the Indo-Pacific by supporting Australian undergraduates to study and undertake Internships in the region.

The NCP has two programs: scholarships (for study up to 19 months) and mobility grants (for short and longer-term study). Both programs prioritise Internships, Mentorships and Language Training.

The Strategic Objective of the NCP is to strengthen Australia's regional standing by building a diverse cohort of Australian alumni with deeper Indo-Pacific knowledge, capability and connections.

The intended outcomes of the NCP are:

- (a) increase the number and diversity of Australian university undergraduates with Indo-Pacific capability
- (b) deepen people-to-people and institutional relationships between Australia and the Indo-Pacific region, and
- (c) Students and alumni connected with leaders in government, business and civil society in the Indo-Pacific

DFAT administers the NCP according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

2.2 About the NCP Mobility Program grant opportunity

The NCP Mobility Program provides funding to Australian Universities to support around 10,000 Australian undergraduates Students per annum to participate in Semester-based or short-term study, Internships, Mentorships, practicums and research in up to 40 Host Locations (see Section 5.5.1).

Mobility Grants (between \$1,000 and \$7,000), Language Training Grants (\$1,500) and Internship Grants (\$1,000) are provided to universities to support Australian undergraduates to participate in Indo-Pacific mobility experiences. Universities submit Applications through annual funding rounds. Participation in approved projects is open to Australian undergraduates aged between 18 and 28

inclusive at the commencement of the Mobility Project subject to the exemptions outlined in Section 4.3.1.

The NCP Mobility Program encourages universities to develop innovative partnerships with Private Sector Organisations and business communities in Australia and the region to enhance NCP Student experiences. For example, a Private Sector Organisation may finance an additional study period to enable Students to have a longer period in country, or they may match Government funding to enable more Students to participate.

2.3 Legislative authority

The authority under which public money is, or may become, payable by the Australian Government for the NCP Mobility Program can be found in Item 9, Part 4 of Schedule 1AB of the *Financial Framework (Supplementary Powers) Regulations 1997* (Cth).

2.4 NCP funding

Total Funding for the NCP for financial years 2020-21 to 2022-23 is outlined below. It covers all aspects of the NCP administration, including the Scholarship Program and Mobility Program funding.

2020-21	2021-22	2022-23
\$50,933,000	\$50,933,000	\$50,933,000

Under the 2021 round, approximately \$22.3 million in total Funding is available to support Single-term Mobility Projects and the First Term of Multi-term Mobility Projects. Funding for the Second Term and Third Term of any successful Multi-Term Mobility Projects will be additional to this, and determined based on Applications received and the outcomes of selection processes.

2.5 Roles and responsibilities of the Australian Government

DFAT is responsible for strategic leadership, policy, administration, implementation, monitoring and evaluation, business liaison, Internships, Mentorships, public diplomacy and alumni for the NCP.

DFAT manages Guidelines and selection processes of the NCP Mobility Program. Departmental officers and third party providers who are involved in selection processes have the skills and experience to assess Applications. All personnel are subject to the CGRGs and will complete a declaration covering issues associated with Conflict of Interest.

DFAT is not responsible for arranging study, Internships, Mentorships, language training, travel arrangements (including visas and accommodation) or any other aspects of Mobility Projects. Universities, Host Institutions, Host Organisations, language training providers and Students are responsible for planning, implementation and management of Mobility Projects.

The NCP Secretariat within DFAT is the first point of contact for Applicants on administrative matters, including eligibility for the NCP Mobility Program, Applications and Funding arrangements. Contact details are at Section 13.2.

2.6 Roles and responsibilities of Australian Universities

Any Australian University can apply for Funding under the NCP Mobility Program. Responsibility for ongoing management of Mobility Projects, including Student welfare and safety, rests with the Australian University that is the Applicant. The Applicant must:

- (a) read relevant travel advice on the Smartraveller website and carefully consider the risk of travel to intended Host Locations and regions within the Host Locations before deciding to apply. Applicants are strongly discouraged from proposing programs in a Host Location, or region within a Host Location, for which Smartraveller travel advice recommends “Do not travel” or “Reconsider your need to travel” (except where the travel advice may be short term e.g. due to an unforeseen adverse event). Travel cannot proceed to such locations if that travel advice remains in place at the time of departure (see Section 2.6 (c))
- (b) ensure staff and Students participating in the Mobility Project subscribe to relevant travel advisories on Smartraveller prior to their overseas travel. If a crisis page on the Smartraveller website is activated during a major overseas incident, Students who are in those Host Location(s) must register their details on the page
- (c) ensure staff and Students participating in the Mobility Project do not travel to a location where the Smartraveller travel advice is “Do not travel” or “Reconsider your need to travel”. In the case of ‘Reconsider your need to travel’ locations Home Universities may consult further with the NCP Secretariat.
- (d) ensure Students are eligible and that the process used to select Students is fair, independent and transparent. The Applicant must provide this evidence to the department on request
- (e) ensure appropriate risk management and safety precautions, including critical incident plans, are in place prior to the commencement of the overseas study and upload critical incident and risk management plans to ISEO. Critical incident plans must include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise
- (f) require Students to obtain travel medical advice, including any necessary vaccinations, prior to the commencement of travel
- (g) ensure travel insurance has been provided, or support Students to seek, and ensure they have obtained, their own insurance
- (h) ensure that adequate support is in place at the Host Institution and/or Host Organisation and Home University
- (i) ensure staff and participating Students in the Mobility Project are aware of and comply with *DFAT’s Child Protection Policy 2017* and *Preventing Sexual Exploitation, Abuse and Harassment Policy 2019* including the reporting obligations under these policies (see Section 10.4)
- (j) take into account the *University Foreign Interference Taskforce - Guidelines to Counter Foreign Interference in the Australian University Sector 2019*
- (k) arrange appropriate pre-departure briefing and induction for participating Students, encourage Student completion of the training, and ensure all Students undertake DFAT provided online NCP pre-departure training
- (l) ensure Students travel using only an Australian passport, obtain appropriate visas for Host locations and comply with the terms of those visas
- (m) ensure Students are advised that the Australian Government may collect, use, disclose and publish a Student’s Personal Information (see Sections 12.4 and 13.4)

- (n) ensure Mobility Program Applications are of high quality and comply with the Home University's quality assurance processes
- (o) ensure that written evidence confirming a Mobility Partnership is provided with the Application, if a Mobility Partnership forms part of the Mobility Project
- (p) ensure all Student details are entered into ISEO at least three weeks before a Student departs Australia
- (q) provide all Students with the NCP Mobility Program Information letter, NCP Student Code of Conduct, and NCP Media and Publication Guidelines prior to departure
- (r) issue a NCP Completion Certificate from ISEO to Students who have completed a Mobility Project
- (s) actively promote the NCP and comply with NCP Media and Publication Guidelines
- (t) actively support participation of a diverse range of Students (see Section 4.3)
- (u) provide Students with the Student Grant prior to their departure from Australia, and
- (v) inform Students of other funding options available to help with the cost of undertaking Mobility Projects e.g. OS-HELP¹.

To assist with NCP Mobility Program promotion, monitoring and evaluation, the NCP Secretariat, or an appointed third party service provider, on the direction of the NCP Secretariat, from time to time, may seek supplementary information from Funding Recipients on Mobility Projects.

3. Grant amount and grant period

3.1 Project duration

A Mobility Project must be for a minimum period of 14 continuous days.

A Single Term Mobility Project must start on or before 30 June 2022.

A Multi-term Mobility Project continues up to a maximum term to 30 June 2024.

3.2 Grants available

Funding for Mobility Projects may be either a Short-term Grant or Semester Grant (which may include an additional Internship Grant or Language Training Grant). In addition, Administration Funding of ten percent will be awarded to each Mobility Project selected for Funding.

3.2.1 Short-term Grant

Short-term Grants (between \$1,000 and \$3,000 per Student) support Students to participate in Mobility Projects that are:

- (a) a minimum of 14 continuous days (from the date of departure to the overseas project location to return from that location), and
- (b) not eligible for a Semester Grant.

3.2.2 Semester Grant

Semester Grants (between \$3,000 and \$7,000 per Student) support Students to participate in Mobility Projects for a full Semester (as defined by the Host Institution) and provide credit towards

¹ OS-HELP is a loan available to eligible Students enrolled in an Australian Government-supported place who want to undertake some of their study overseas. Information on OS-HELP is available from <https://www.studyassist.gov.au/help-loans>

a Student's relevant course requirements under Section 4.2(c), made up of one, or a combination of:

- (a) full-time study at the Host Institution, and/or
- (b) an Internship.

3.2.3 Internship Grant

An Internship Grant (\$1,000 per Student, in addition to the Semester Grant) may only be awarded for Semester length Mobility Projects that include an Internship component. However, if the Internship is the only component of a Semester Mobility Project, that Project is not eligible for an Internship Grant.

3.2.4 Language Training Grant

A Language Training Grant (\$1,500 per Student, in addition to the Semester Grant) may only be awarded for Semester length Mobility Projects that include in-country Language Training, that is:

- (a) in an official language of the Host Location
- (b) for a minimum of 15 hours per week
- (c) for a minimum duration of 4 weeks, and
- (d) delivered face-to-face.

A Language Training Grant may be awarded for a Mobility Project that has also been awarded a Semester Grant, where the Applicant's Student will study an official language of the Host Location as part of the Student's Semester Grant studies and for which the Student will receive credit towards their relevant course requirements as required under Section 4.2(c).

3.2.5 Multi-term funding

Multi-term Mobility Projects will be approved to run for up to two additional years, that is until 30 June 2024.

Multi-term Mobility Projects must meet the following additional Eligibility Requirements:

- (a) allow the same Mobility Project to be undertaken over multiple years by different cohorts of Students, and
- (b) support delivery of a long-term, sustainable increase in Student mobility to the Indo-Pacific.

Applicants must not submit the same Mobility Project proposal as both a Single-term Mobility Project and as a Multi-term Mobility Project.

In the 2021 round, Multi-term projects will be assessed and considered for Multi-term funding. The First Term of a Multi-term Mobility Project may also be considered for Funding on the basis of a Single-term Mobility Project at the discretion of DFAT in accordance with Section 8.1.

Applicants should demonstrate how Multi-term Funding will enable them to scale-up and sustain mobility, and strengthen partnerships.

Funding for Multi-term Mobility Projects beyond 30 June 2022 will be subject to a review by DFAT of completion reports for the First Term of the Mobility Project.

3.2.6 Administration funding

All successful grant recipients will receive additional Administration Funding of ten per cent of total Funding for each selected project in accordance with Section 5.3.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant

Only Australian Universities are eligible to apply for Funding through the NCP Mobility Program.

Australian Universities may submit Consortium Applications, in accordance with Section 7.2.

Applicants must not apply for Funding for the same Mobility Project through both an individual and a consortium Application.

4.2 Project Eligibility Requirements

Only projects of Australian Universities are eligible for Funding from the NCP Mobility Program. To be eligible to receive Funding under the NCP Mobility Program, a Mobility Project must

- (a) include at least one of the following components:
 - (i) study
 - (ii) in-country face-to-face language study
 - (iii) Internships (including clinical placements, practicums or artist residencies), or
 - (iv) research
- (b) commence on or between 1 January 2021 – 30 June 2022
- (c) provide credit/count towards the course requirements for the relevant Student's Bachelor Degree, Bachelor Honours Degree or concurrent Diploma at the Applicant's University (or a member of their Consortium)
- (d) be undertaken in an eligible Host Location (see Section 5.5.1)
- (e) meet any additional requirements applicable to the specific type of Funding, as set out in Sections 3.2.1 (Short-term Grant), 3.2.2 (Semester Grant), 3.2.3 (Internship Grant), 3.2.4 (Language Training Grant) and 3.2.5 (Multi-term funding) and 3.2.6 (Administration funding).

4.3 Student Requirements

Funding Recipients must ensure each Student receiving a Student Grant:

- a) is an Australian citizen
- b) is not a citizen or permanent resident of a Host Location in which they will undertake a Mobility Project
- c) is enrolled in an on-shore campus of an Australian University for the duration of the Mobility Project
- d) is undertaking a Bachelor Degree, Bachelor Honours Degree or concurrent Diploma.
- e) is aged between 18 and 28 inclusive at the commencement of the Mobility Project subject to the exemptions in Section 4.3.1
- f) not be an employee of the branch of DFAT that administers the NCP
- g) does not during the course of their Bachelor Degree or Bachelor Honours Degree:
 - I. receive a Student Grant under more than one Semester Grant
 - II. receive a Student Grant under more than one Short-term Grant, or
 - III. receive a Student Grant under both a Semester Grant and a Short-term Grant for the same Mobility Project or for the same period of travel outside of Australia.

- h) is aware of the requirement to comply with DFAT's *Child Protection Policy 2017* and *Preventing Sexual Exploitation, Abuse and Harassment Policy 2019* including the reporting obligations under these policies (see Section 10.4), and
- i) takes into account the *University Foreign Interference Taskforce - Guidelines to Counter Foreign Interference in the Australian University Sector 2019*.

Funding Recipients are strongly encouraged to actively support the participation of a diverse range of Students in Mobility Projects including, but not limited to, Aboriginal and/or Torres Strait Islander Students, Students from a Low Socio-Economic Status background, Students from Regional/Remote areas, Students who are first in their immediate family to attend university, Students across Genders, female Students studying in non-traditional fields, Students with a Disability, and Students from a non-English speaking background. This includes the provision of appropriate support services to enable the participation of these Students.

4.3.1 Age requirement

The Funding Recipient must ensure that at least 70 per cent of the total number of Students receiving Student Grants under any Mobility Project, must be aged 18 to 28 inclusive at the commencement of the Mobility Project.

Aboriginal and/or Torres Strait Islander Students do not need to be aged between 18 and 28, and for the purposes of calculating the 70 per cent of Students, are to be counted as Students aged under age 28, recognising that a high proportion of Aboriginal and/or Torres Strait Islander Students are mature aged Students.

Funding Recipients having difficulty filling places on Mobility Projects due to age requirements may apply to DFAT for an exemption to the requirement for Students to be between 18 and 28 years of age prior to the Mobility Projects commencing. These applications will be considered on a case-by-case basis based on:

- the demonstrated inability of the Funding Recipient to include Students within the relevant age requirements;
- the steps the Funding Recipient has taken to attempt to meet this requirement;
- the overall benefit to the NCP Mobility Program of the Mobility Project proceeding; and
- whether the Funding Recipient has a high proportion of mature age Students in its overall Student population.

5. What the grant money can be used for

5.1 Eligible grant activities

Except in accordance with this Section 5, Funding Recipients must use Funding received for the Short-term Grant (3.2.1), Semester Grant (3.2.2), Internship Grant (3.2.3), Language Training Grant (3.2.4) and Multi-term funding (3.2.5) for the sole purpose of providing grants directly to Students participating in the relevant Mobility Project.

5.2 Eligible expenditure

Where a Funding Recipient proposes to use Funding provided for Student Grants to make group arrangements or pay third parties (and not pay all the relevant Funding directly to Students), the Funding Recipient must be able to demonstrate to DFAT that there is a financial benefit for the Students (for example, flight discounts available through group bookings) and obtain the Students' written consent to the relevant Funding not being paid directly to them. Funding Recipients do not

need to provide DFAT with copies of Student consent forms, but must retain a record in case of an audit.

Funding Recipients must not use Funding provided for Student Grants for administrative costs or any other purpose.

All Students must receive their Student Grant prior to their departure from Australia.

All Students receiving a Student Grant must receive an equal amount, in accordance with the Funding Recipient's Project Schedule.

Students participating in a relevant Internship may be paid an Internship Grant up to \$1,000,

Students participating in relevant Language Training may be paid a Language Training Grant up to \$1,500.

5.3 Administration funding

All successful grant recipients will receive additional Administration Funding of ten per cent of total Funding for each selected project. Administration Funding can be used for administration associated with Mobility Project management, including but not limited to:

- (a) additional efforts to increase and support diverse participation
- (b) initiatives undertaken to raise the quality of mobility experiences (including ensuring sound risk management and critical incident planning)
- (c) strategies and activities to promote the NCP
- (d) arranging, negotiating and researching details of the Mobility Project
- (e) supervising, monitoring and evaluating Students' progress during the Mobility Project, and
- (f) engaging the services of third party organisations which have relevant expertise to support Students to undertake the Mobility Project.

Administration Funding must not be provided as Student Grants.

5.4 Mobility Partnerships

Australian Universities are encouraged to develop Mobility Partnership with Private Sector Organisations in Australia and the region to create or expand opportunities for NCP Mobility Program Students. Mobility Partnerships will be taken into account as part of the assessment of Applications.

Mobility Partnerships should support the aims of the NCP. A Mobility Partnership must include a range of benefits to Students and demonstrate genuine institutional linkages that contribute to building relationships in the Indo-Pacific. To be eligible under the NCP Mobility Program, a Mobility Partnership must include either:

- financial sponsorship as a cash contribution to a Mobility Project offered by a Private Sector Organisation, and/or
- in-kind sponsorship through the provision of goods or services free of charge by a Private Sector Organisation for use in the Mobility Project (that otherwise would have required payment of a fee). This may include Private Sector Organisations providing Students access to resources or learning and development opportunities.

Contributions (including in-kind and/or financial support or financial discounts) by the following organisations are not considered Mobility Partnerships:

- (a) Home Universities

- (b) Host Institutions, or
- (c) service providers (paid a fee for supporting elements of a Mobility Project).

Written evidence confirming the Mobility Partnership is required. (This could, for example, be in the form of an MOU or similar formal agreement). The Mobility Partnership MOU or agreement must clearly set out the benefits that will be provided, including how and when those benefits will be provided to the Mobility Project and any financial or in-kind contribution.

Applicants may use the NCP Internship and Mentorship Network among other sources to identify Private Sector Organisations that may be willing to enter into Mobility Partnerships.

5.5 Eligible locations

5.5.1 Host Locations

Mobility Projects must be conducted only in the following Host Locations:

Eligible Host Locations				
Bangladesh	French Polynesia	Maldives	Pakistan	Sri Lanka
Bhutan	Hong Kong	Marshall Islands	Palau	Taiwan
Brunei Darussalam	India	Mongolia	Papua New Guinea	Thailand
Cambodia	Indonesia	Myanmar	Philippines	Timor-Leste
China	Japan	Nauru	Republic of Korea	Tonga
Cook Islands	Kiribati	Nepal	Samoa	Tuvalu
Federated States of Micronesia	Laos	New Caledonia	Singapore	Vanuatu
Fiji	Malaysia	Niue	Solomon Islands	Vietnam

5.5.2 Primary Locations

A Primary Location is the Host Location for which the Mobility Project is awarded. The majority of the duration of a Mobility Project must be completed in the Primary Location.

5.5.3 Secondary Locations

While there is a strong preference for Mobility Projects to be conducted in a single Host Location, in some cases it may be appropriate to undertake a component of a Mobility Project in a Secondary Host Location. For example:

- (a) a three-month research project in a Primary Location, including two weeks of fieldwork in a Secondary Location, or
- (b) Semester-based study in a Primary Location with one-month Internship in a Secondary Location).

Any proposal for activities in a Secondary Location must be included in the Application.

5.6 Travel requirements

Applicants (and Students) are responsible for travel arrangements, including:

- (a) accessing information about and addressing the risks of traveling (for example, obtaining comprehensive insurance that covers the countries or locations places Students will visit, their activities and pre-existing medical conditions)
- (b) ensuring visa requirements are met
- (c) reading and subscribing to the relevant travel advice on the [Smartraveller](#) website, and
- (d) obtaining travel medical advice, including any necessary vaccinations, prior to the commencement of travel.

Mobility Projects must not involve travel to a Host Location or region within a Host Location for which the Australian Government's Smartraveller travel advice recommends 'Do not travel' or 'Reconsider your need to travel' (see www.smartraveller.gov.au). In the case of 'Reconsider your need to travel' locations Home Universities may consult further with the NCP Secretariat.

5.7 Travel risks

Applicants must carefully consider the risks of travel to all Host Locations and regions before deciding whether to apply, and ensure strategies and services are in place to support Student welfare and safety (see Section 2.6). Funding Recipients should advise Students receiving Student Grants to make their own independent inquiries about the risks involved in overseas travel and to the Host Location, and to ensure they are fully informed about the risks at all times.

Responsibility for Student welfare and safety rests with the Students' home universities. Home universities must be aware of and comply with their obligations under any applicable workplace health and safety legislation. Similarly, employers who provide NCP Internships will likely incur Work Health and Safety duty of care responsibilities. Applicants must ensure that Student travel risk assessment and risk management planning address all risks identified in the country destination advisory published on the Smartraveller website (see Section 2.6).

5.8 Host Institutions

Generally, study will not be approved to be undertaken at an offshore campus of a Host Institution established or headquartered outside the Host Location. Undertaking Study Components at offshore campuses of a body established in another country may be considered for approval on a case-by-case basis where written evidence is provided that:

- (a) there is a demonstrated benefit to the overall NCP Mobility Program
- (b) the body is established in another eligible Host Location, or
- (c) in respect of study at Offshore Campuses of Australian Universities, if the Home University provides confirmation that:
 - (i) there are no local Host Institutions in the proposed location that offer relevant courses that would receive academic credit from the Home University, and
 - (ii) the Offshore Campus offers a genuine local experience, where Australian Students are the minority of the Student body, and Students are taught predominantly by local or international academics.

6. The Assessment Criteria

6.1 Assessment Criteria

Applications that meet eligibility requirements will be assessed against the Assessment Criteria set out below. Each Assessment Criterion (except Criterion 5) will be assessed with a 1-5 ranking scale. Applications should address all applicable Assessment Criteria. Applicants should note the

additional Eligibility Requirements for Internship Grants, Language Training Grants and Multi-term Funding.

Criterion 1: Increase Student mobility, diversity and knowledge of the Indo-Pacific

Describe how the Mobility Project will:

- (a) increase Student mobility to the Indo-Pacific and Host Location**
- (b) increase Student knowledge of the Indo-Pacific and the Host Location, and**
- (c) recruit and support a diverse range of Students to participate in the Mobility Project**

(30 per cent weighting; maximum 200 words)

Applicants should describe, including practical examples, how the proposed Mobility Project will increase Student mobility to and knowledge of the Indo-Pacific and the Host Location.

For example, increasing knowledge of the Indo-Pacific may take place through direct learning, cultural training, engagement with local social and cultural institutions or direct engagement with local community, business or academic networks.

Increasing Student mobility may occur by increasing the number of Students able to participate, expanding study program types or fields of study, or providing opportunities for Student groups that would not otherwise have the opportunity to undertake a mobility experience.

Responses should describe steps to encourage and support the participation of a diverse range of Students in the Mobility Project.

Criterion 2: Deepen people-to-people and institutional linkages

Describe how the Mobility Project will:

- (a) establish new and/or deepen people-to-people and institutional partnerships in the Indo-Pacific, and**
- (b) build and maintain linkages over time.**

(30 per cent weighting; maximum 200 words)

Applicants must demonstrate (including practical examples) how the proposed Mobility Project promotes the NCP Strategic Objective and outcomes through the engagement of Students, universities, Private Sector and other stakeholders; and how these partnerships provide strategic opportunities for enhanced engagement (for example, research collaborations).

Responses should also outline how the partnerships will continue and be maintained in the future, including detailing any current or planned partnership agreements. Responses should also outline any other steps to ensure that the Mobility Project will continue to operate in the future (subsequent to any Funding).

Priority will be given to Applications that demonstrate practical measures to develop deep and enduring relationships among private sector stakeholders as well as Australian Universities and their partner organisations with the aim of fostering a greater understanding of the Indo-Pacific region in Australia.

Criterion 3: Promotion of the New Colombo Plan

Describe how the Mobility Project will promote the NCP in Australia and the Host Location

(5 per cent weighting; maximum 200 words)

Applicants must demonstrate a well-considered plan (including details of activities) on how the proposed Mobility Project will be promoted in Australia and in the Host Location to build awareness of the NCP, its Strategic Objective and outcomes, and the benefits of study and Internships in the Indo-Pacific. Examples may include:

- (a) acknowledgement of the Australian Government's Funding in promotional activities in print and online university and partner marketing channels
- (b) proactive promotion of the Mobility Project through local media, including recognition of Australian Government Funding
- (c) promotion of the NCP to relevant university staff and prospective participants through university internal communications and Student outreach
- (d) promotion of the benefits of offering Internship and Mentorship experiences to Students to prospective Internship and Mentorship sectors or providers
- (e) active promotion of the NCP to Students from diverse backgrounds, and
- (f) encouraging NCP alumni (including NCP Alumni Ambassadors) to promote the program to prospective mobility candidates.

Criterion 4: Mobility experiences in the Pacific

Will the Mobility Project include study or Internship opportunities in the Pacific? Yes/No

(10 per cent weighting; maximum 200 words)

If yes, Applicants must outline the project components and activities, including host institutions and organisations.

Criterion 5: Semester-based study

Will the Mobility Project include Semester-based study opportunities in the Indo-Pacific region? Yes/No

(5 per cent weighting; criterion will be assessed as "met" or "not met")

Criterion 6: In-country face-to-face Language Training

Will in-country Language Training be provided to Students in the Host Location? Yes/No

Note: Applicants should answer 'Yes' if they are seeking Funding for a Language Training Grant.

(5 per cent weighting; maximum 200 words)

Applicants must indicate whether their Mobility Project will include face-to-face Language Training in the Host Location.

Applicants must describe the proposed Language Training component, including the potential Language Training host, the proposed benefits to the participants from the Language Training and the proposed duration of the Language Training including the number of hours (e.g. 3 day immersion or 4 weeks with 20 hours per week).

Criterion 7: Internships

Will the Mobility Project involve an Internship component? Yes/No

Note: Applicants should answer 'Yes' if:

- (a) *the Application is seeking Funding for Internships Grants, and/or*
- (b) *the Mobility Project comprises or includes a Short-term or Semester-based Internship, clinical placement or residency*

(5 per cent weighting; maximum 200 words)

Applicants must advise whether their Mobility Project will incorporate an Internship component in the Host Location and outline the activity involved, the name of the Private Sector Organisation/ institution involved, the proposed benefits to the participants from the Internship and the proposed duration including the total number of hours to be undertaken (e.g.30 hours per week).

Criterion 8: Mobility Partnerships

Is the Mobility Project supported by a Mobility Partnership? Yes/No

(10 per cent weighting; maximum 200 words)

If a Mobility Project will involve a Mobility Partnership (see Section 5.4), the Applicant must demonstrate genuine institutional linkages and how the partnership will build relationships with the Indo-Pacific. The response must include information on the Mobility Partner, the proposed benefits to Students from the Mobility Partnership, duration of the Mobility Partnership, confirmation that the Mobility Partnership/sponsorship offer has been made and other relevant information.

For example (from modest to substantial Mobility Partnership support):

- a small amount of in-kind support or cost offset not specific to the aims of the Mobility Project, such as the provision of local transport or accommodation
- larger in-kind support may include enhanced Student experiences through the provision of site-visits and/or industry guest speakers directly relevant to the Mobility Project
- direct financial contribution of benefit to Student experiences and the Mobility Project, and
- multi-year partnership.

Applicants must submit documentary evidence that the Mobility Partnership has been made (MOU or similar formal agreement). The Mobility Partnership MOU or formal agreement must set out clearly the benefits that will be provided, including how and when those benefits will be provided to the Mobility Project and any financial or in-kind contribution.

Criterion 9: Is the Host University an offshore campus of an Australian university? Yes/No

(Maximum 200 words)

If so, the Applicant must provide evidence that:

- (a) there is a demonstrated benefit to the overall NCP Mobility Program, and
- (b) there are no local Host Institutions in the proposed location that offer relevant courses that would receive academic credit from the Home University, and
- (c) the Offshore Campus offers a genuine local experience, where Australian Students are the minority of the Student body, and Students are taught predominantly by local or international academics.

This Assessment Criterion will be assessed as either "eligible" or "ineligible."

6.2 Additional Assessment Criteria

6.2.1 Additional Assessment Criterion: Language Training Grant

Criterion 10: Language Training Grant as part of a Semester-based Mobility Project

Note: Only to be completed if the Applicant is applying for the Language Training Grant (additional \$1,500 per Student) as part of a Semester-based Mobility Project (see Section 3.2.4).

Will the Semester-based Mobility Project incorporate a Language Training component?

Yes/No

This Assessment Criterion will be assessed as either "eligible" or "ineligible" subject to a ranking of 3 or above received for Assessment Criterion 6.

6.2.2. Additional Assessment Criterion: Internship Grant

Criterion 11: Internship Grant as part of a Semester-based Mobility Project (if sought)

Note: Only to be completed if the Applicant is applying for the Internship Grant (additional \$1,000 per Student) as part of a Semester-based Mobility Project (see Section 3.2.3).

Will the Semester-based Mobility Project incorporate an Internship component? Yes/No

This Assessment Criterion will be assessed as either "eligible" or "ineligible" subject to a ranking of 3 or above received for Assessment Criterion 7."

6.2.3. Additional Assessment Criterion: Multi-term Funding

Criterion 12: Multi-term Funding

How will Multi-term Funding support the Applicant to deliver a long-term and sustainable increase in Student mobility to the region that could not be facilitated by a Single-term Mobility Project?

Note: Only to be completed if the Applicant is applying for a Multi-term Mobility Project (see Section 3.2.5).

(Maximum 200 words)

Applicants must describe how Multi-term Funding will support their institutional strategy to increase and sustain Student mobility to the Indo-Pacific, including how the Multi-term Funding will assist the Applicant to:

- (a) stimulate new opportunities to scale-up and sustain ongoing Student mobility, and
- (b) strengthen and enhance partnership(s) with the Project Partner(s).

This Assessment Criterion will be assessed as either "eligible" to apply or "ineligible".

7. How to apply

Before applying, Applicants must read these Guidelines and the sample Project Schedule which can be found at [GrantConnect](#). Any alterations and addenda² will be published on GrantConnect. By registering on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for Australian Government grants information.

7.1 Application process

To be considered for Funding, Applications must be lodged in ISEO by the Closing Time.

Applicants must submit an Application for each Mobility Project. An Applicant cannot change their Primary Location once the Application has been submitted.

Applicants are responsible for all costs incurred in the preparation of their Applications. An Application guide is available on ISEO.

7.1.1 Information to be submitted

Applicants must enter the following details for each Mobility Project into the application form template in ISEO:

- (a) Host Location and primary city, field of study, years of Funding sought (Single-term Mobility Project or Multi-term Mobility Project), whether the Mobility Project is a new or existing project (and the existing project number if applicable), whether the Mobility Project is also being submitted for other Host Locations in the 2021 round, the length of study and whether the Application is a Consortium Application
- (b) title and description of the Mobility Project (including whether the project involves travel to a Secondary Location and whether the project can be scaled up or down), Mobility Project type, qualification level, indicative travel dates, Project Partner(s) and Mobility Partnership Private Sector Organisation/s
- (c) confirmation that the Mobility Project meets the Eligibility Requirements
- (d) if a Project Partner is an Offshore Campus of an Australian University, written confirmation that the conditions at Section 5.8 have been met
- (e) a contact point for the Applicant's Mobility Project (namely, the academic or mobility officer leading the Mobility Project)
- (f) a response to the Assessment Criteria
- (g) financial breakdown of the Funding sought, including proposed Student numbers, the amount of each proposed Student Grant, and the indicative financial contributions by any Mobility Partnership, Private Sector Organisation and/or Home University/Host Institution to the Mobility Project
- (h) declarations, including that:
 - (i) the person submitting the Application has the authority to do so
 - (ii) that the Application complies with the Home University's quality assurance processes

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to the closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

- (iii) all funded Mobility Projects will be implemented and Funding will be expended and reported in accordance with these Guidelines, the Deed and the relevant Project Schedule
- (iv) financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities
- (v) the Applicant has appropriate strategies and services in place to support Student welfare and safety (see Section 2.6)
- (vi) the Applicant can demonstrate an approach to increasing participation by diverse Student groups including but not limited to Aboriginal and/or Torres Strait Islander Students, Students from a Low Socio-Economic Status background, Students from Regional/Remote areas, Students who are first in their immediate family to attend university, Students across Genders, female Students studying in non-traditional fields, Students with a Disability, and Students from a non-English speaking background
- (vii) if any personal details of a Student or other third party are included in an Application or otherwise provided to the Australian Government as part of the Mobility Project, the Student or other third party has been made aware of, and given written consent for those details to be provided, and
- (viii) the Applicant acknowledges that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

The Applicant is responsible for ensuring their Application is complete and accurate. Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the *Criminal Code 1995 (Cth)*. Applications may be excluded from consideration, offers revoked or a Mobility Project terminated if it is the belief of DFAT that false or misleading information has formed a component of an Application. Further terms relating to the termination or cancellation of a Mobility Project are set out in the Deed.

If an Applicant finds an error in their Application after submitting it, they should contact DFAT immediately via email at ncp.secretariat@dfat.gov.au. DFAT does not have to accept any additional information, nor requests to correct an Application after the Closing Time.

If DFAT finds an error or information that is missing, it may ask for clarification or additional information from the Applicant that will not change the nature of the Application. However, DFAT can refuse to accept additional information from the Applicant that would change their Application after the Closing Time.

ISEO will automatically generate an email to acknowledge receipt of an Application. Applicants should keep a copy of their Application and any supporting documents.

7.1.2 Attachments to the Application

Applicants must submit the following documentation, if applicable, in relation to claims made under Section 6.1 Criterion 8 into the application form template in ISEO:

- (a) evidence of a Mobility Partnership (MOU or similar formal agreement). The Mobility Partnership MOU or formal agreement must set out clearly the benefits that will be provided, including how and when those benefits will be provided to the Mobility Project and any financial or in-kind contribution

7.1.3 Application rankings

Where multiple Semester Grant and Short-term Grant Mobility Project proposals are included in an Application, Applicants must separately rank these Mobility Projects in order of priority. University rankings will be considered in the selection process (see Section 8).

ISEO automatically ranks all Mobility Project proposals in the order they are entered into the system. Applicants may then review and, if required, manually edit these rankings. Rankings for Mobility Projects may be changed up until the Closing Time.

7.2 Joint (consortium) applications

Universities may submit consortium Applications, where they enable Australian Universities to support Student mobility to Host Locations that otherwise would not occur. A Consortium applying for Funding must nominate an Australian University as the Lead Applicant to submit the Application in the Lead Applicant's name. The Application must identify all members of the Consortium.

The Lead Applicant will be required to enter into a Deed and Project Schedule and will be accountable for meeting legal and reporting requirements on behalf of the Consortium. The Lead Applicant must have a formal arrangement in place with all parties prior to execution of the Deed and Project Schedule.

7.3 Timing of grant opportunity processes

The table below summaries the timeline and steps in the selection process. DFAT may amend the timeline at any time by posting a notice on GrantConnect.

Mobility Project information must be current in ISEO at all times. Confirmed Student details must be entered in ISEO at least three weeks before Students depart Australia (see Section 2.6).

Funding Recipients should factor into their timeframes that DFAT requires up to four weeks to review and accept completion reports and approve additional Funding

Requirements for progressing to the Second Term and Third Term will be included in Project Schedules.

Table 1: Expected timing for this grant opportunity

Activity	Key dates
Guidelines published on GrantConnect	19 February 2020
Application round opens	16 March 2020
Application round closes at 11.30pm AEST (Closing Time).	25 June 2020
Applications assessed	July – October 2020
Applicants notified of outcomes. Funding offers made to successful Applicants. Deeds and Project Schedules must be entered into and invoices are due from successful Applicants four weeks after offers are made.	November 2020
Publication on GrantConnect of details of all grants awarded within 21 days of the Deed (if required) and Project Schedule being entered into	November 2020

Activity	Key dates
Single-term Mobility Projects	
Activity	Timeline
<p>Students must commence involvement in the Mobility Projects between these dates.</p> <p>Mobility Project information must be current in ISEO at all times.</p> <p>Funding Recipients must enter details of Confirmed Student details in ISEO at least three weeks before Students depart Australia.</p>	1 January 2021 – 30 June 2022
<p>Completion Date for Mobility Projects</p> <p>Due date for Completion Report</p>	30 June 2022
Multi-term Mobility Projects	
Activity	Timeline
<p>Students must commence involvement in Mobility Projects between these dates.</p> <p>Mobility Project information must be current in ISEO at all times.</p> <p>Funding Recipients must enter details of Confirmed Student details in ISEO at least three weeks before Students depart Australia</p>	<p>First Term</p> <p>1 January 2021 – 30 June 2022</p>
<p>Completion Date for the First Term of Multi-term Mobility Projects</p> <p>Due date for Completion reports for the First Term of Multi-term Mobility Projects. (Funding Recipients must submit a completion report for the First Term of Multi-term Mobility Projects before the Second Term of Funding will be paid.)</p>	30 June 2022
<p>Students must commence involvement in the Second Term of Multi-term Mobility Projects between these dates.</p> <p>Mobility Project information must be current in ISEO at all times.</p> <p>Funding Recipients must enter details of Confirmed Student details in ISEO at least three weeks before Students depart Australia</p>	<p>Second Term</p> <p>1 July 2022 –30 June 2023</p>
<p>Completion Date for the Second Term of Multi-term Mobility Projects</p> <p>Due date for Completion reports for the Second Term of Multi-term Mobility Projects</p>	30 June 2023

Activity	Key dates
Funding Recipients must submit a completion report for the Second Term of Multi-term Mobility Projects before the Third Term of Funding will be paid.	
Students must commence involvement in the Third Term of Multi-term Mobility Projects between these dates. Mobility Project information must be current in ISEO at all times. Funding Recipients must enter details of Confirmed Student details in ISEO at least three weeks before Students depart Australia	Third Term 1 July 2023 – 30 June 2024
Completion Date for the Third Term of Multi-term Mobility Projects Due date for final completion reports for Multi-term Mobility Projects	30 June 2024

7.4 Questions during the Application process

Please direct any questions during the application period to the NCP Secretariat at ncp.secretariat@dfat.gov.au. The NCP Secretariat will endeavour to respond to questions within three working days. If applicable, responses will be posted on GrantConnect.

The NCP Secretariat will not respond to questions received after **5.00 pm (AEST) 7 May 2020**.

7.5 ISEO

Applicants must apply for Funding and accept or decline Funding through [ISEO](#). Applicants can nominate multiple staff to have access to ISEO. However, only the nominated International Liaison Officer (ILO) can submit an Application in ISEO.

Once Funding has been offered and a Deed (if required) and Project Schedule signed, Funding Recipients must enter Student details, submit variations to Mobility Projects (see Section 10.3), and submit reporting.

Funding Recipients must ensure the following information is always current in ISEO:

- (a) start and end travel dates
- (b) host Location(s)
- (c) Student details and numbers
- (d) critical incident and risk management plans
- (e) Project Partner(s)
- (f) Home University contact point for the Mobility Project (name, position, email, phone number)
- (g) Internship/Mentorship details (if applicable), and
- (h) Language Training details (if applicable).

Funding Recipients must enter the following information into the *Student Details Report* within ISEO at least three weeks before the Mobility Project commences:

Student details:

- (a) Student Identification Code (E313)
- (b) title, first name and family name, as they appear in the Australian passport
- (c) Gender
- (d) Aboriginal and/or Torres Strait Islander identification
- (e) identification of equity group (if relevant)
- (f) date of birth
- (g) residential address
- (h) city of residence
- (i) campus
- (j) email (personal email if available)
- (k) Australian phone number
- (l) destination phone number
- (m) Travel details
- (n) Location
- (o) Destination city
- (p) Field of study
- (q) Qualification level
- (r) Start date
- (s) End date

Mobility Project details:

- (t) Project Partners(s)
- (u) Australian University project contact name
- (v) Australian University project contact phone
- (w) Australian University project contact email, and
- (x) Study experience/s.

Funding Recipients must indicate that all Students have consented to their information being shared with the Australian Government and other bodies in Australia and overseas in accordance with Sections 12.4 and 13.4. This information is essential for the administration of the NCP, including promotion and performance monitoring, and the inclusion of Students in the Australian Government Alumni Network, the NCP alumni network and related events held in Australia and overseas. Where information is not provided, Funding Recipients and Students may miss these opportunities.

Funding Recipients must upload critical incident and risk management plans at the time of entering the *Student Details Report* in ISEO at least three weeks before the Mobility Project commences.

8. The grant selection process

8.1 Assessment of Applications

DFAT will only accept and consider Applications submitted by the Closing Time. DFAT will not accept late Applications.

Applications will be assessed as follows:

Stage 1: Initial screening

DFAT (or its agent) will review Applications for compliance with Eligibility Requirements (see Section 4). Only Applications that meet these requirements will be assessed in Stage 2.

Stage 2: Assessment of Applications against Assessment Criteria

Eligible Applications are assessed through a competitive process by a panel of assessors who are experienced in assessing Commonwealth grant applications or similar processes managed by Commonwealth government departments. DFAT and/or third party providers may comprise the panel of assessors. All panel members are subject to the CGRGs.

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 meets the Assessment Criteria
- how it compares to other Applications, and
- whether it provides Value with relevant money.

Where Applications have the same scores, Mobility Projects will be ranked based on:

- (a) Applicants' own ranking of their Mobility Projects, and then
- (b) Applications for Mobility Projects longer than six weeks receiving priority over those for less than six weeks, and then
- (c) Applications that promote balance and diversity in Host Locations, fields of study and Home Universities will receive priority, and
- (d) Multi-term Mobility Projects that fall outside the Funding available for Multi-term Mobility Projects, the First Term of the Mobility Project will be ranked alongside other Single-term Mobility Projects and considered for Funding on the basis of a Single-term Mobility Project.

The Australian Government reserves the right to offer partial Funding to Applications and to take into consideration an Applicant's track record in meeting all reporting requirements under Australian Government funded projects. In addition, an Applicant's history in refunding unallocated grants may also be considered in the allocation of NCP Mobility Program Funding.

Stage 3: Moderation and selection

The NCP Secretariat will moderate panel recommendations, including with reference to the considerations in Section 8.1 and present findings to the Program Delegate (see Section 8.2)

The selection process will also be used to determine a merit list of unfunded projects on the basis of the ranking in Stage 2. This merit list may be used if additional funds become available and DFAT chooses to select further Mobility Projects for Funding in the current round.

8.2 Approval of grants

The Program Delegate (DFAT Deputy Secretary responsible for the NCP Secretariat), or their delegate, will decide on the award of grants for Mobility Projects, taking into account recommendations of the assessors and the NCP Secretariat and the availability of funds.

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

- (a) the approval of the Mobility Project
- (b) the grant Funding amount to be awarded, and
- (c) the terms and conditions applicable to the delivery of the Mobility Project.

There is no appeal mechanism for decisions to approve or not approve a Mobility Project.

The Minister for Foreign Affairs will be advised of the outcome prior to notification of successful and unsuccessful Applicants.

9. Notification of application outcomes

DFAT will advise the ILO for each Applicant of the outcomes of their Application(s) via email, including any specific conditions attached to the Mobility Project(s).

Once an offer has been made, it is final. The Australian Government will not enter into negotiations with an Applicant about the nature of a Funding offer.

9.1 Feedback on Applications

There may be several reasons why an Application is not successful. After the conclusion of the round, the most common reasons for why Applications were not successful will be available on the NCP [website](#). Individual feedback will not be provided to unsuccessful Applicants.

Unsuccessful Applicants may submit a new Application for the same grant (or a similar grant) in any future grant opportunity under the NCP, including new and/or additional information to address any weaknesses in an initial Application, noting that this does not guarantee success in a future round. A new Application for the same grant will be assessed on its merits at the time.

10. Successful grant applications

10.1 Accepting an offer

ILOs must accept or decline offers for Funding through ISEO by the date specified in the offer. Following acceptance of the Funding offer, and prior to commencing the Mobility Project, the Applicant and the Department of Education, Skills and Employment will enter into a Deed for Student Mobility Programs (unless one is already in place) and a Project Schedule for the Mobility Project, in accordance with Section 10.2.

10.2 Deed and Project Schedule

If a Funding Recipient does not have a current Deed under which Funding may be provided, the Funding Recipient must enter into a Deed with the Department of Education, Skills and Employment to receive Funding. To obtain a sample Deed, please contact DFAT at ncp.secretariat@dfat.gov.au.

Funding Recipients will enter into an agreement under the terms of their Deed in the form of a Project Schedule for each Mobility Project. A Sample Project Schedule is on GrantConnect.

The Deed and Project Schedule for a Mobility Project require the Funding Recipient to comply with these Guidelines. The version of the Guidelines in place when the Applicant submitted their Application will apply to their Mobility Project. In the event of any inconsistency between the Deed, a Project Schedule and these Guidelines, the Deed and then the Project Schedule prevail to the extent of the inconsistency.

If an Applicant or Funding Recipient commences work under a Mobility Project before a Deed (if required) and Project Schedule is executed, the Australian Government will not be liable for any expenditure incurred.

10.3 Variations to Mobility Projects

After an offer is accepted, requests to vary a Mobility Project will be considered only in accordance with this Section 10.3. Funding Recipients considering a variation to the Mobility Project should first consider information provided in the NCP Mobility Program Variations Guide available on ISEO.

DFAT will not approve variation requests it considers to constitute a new project proposal.

A request for variation to a Mobility Project will only be considered if the variation is:

- consistent with the Strategic Objective and outcomes of the NCP program and these Guidelines
- as close as is reasonable to the originally proposed (and Funded as applicable) Mobility Project set out in the Application (and Project Schedule as applicable), and
- otherwise consistent with the requirements regarding use of Australian Government funding including the CGRGs, the *Public Governance, Performance and Accountability Act 2013* (Cth) ('PGPA Act') and any other relevant governing policies for the disbursement of Australian Government grants funding.

Funding Recipients will be liable for any financial commitments they make in relation to proposed changes to the Mobility Project prior to receipt of formal advice granting the Mobility Project variation.

When an Applicant cannot proceed with a Mobility Project in accordance with its Application, and no variation is agreed, the Australian Government may withdraw a Funding offer or request that Funding be returned, in accordance with the Deed.

10.4 Specific legislation and policies

Funding Recipients and Students are required to comply with all relevant Australian and local laws and regulations, in Australia and in Host Locations when undertaking a Mobility Project. This includes compliance with laws in relation to child protection and preventing sexual exploitation, abuse and harassment (PSEAH).

DFAT has a zero tolerance approach to child exploitation, child abuse and sexual exploitation, abuse and harassment. Australian Universities must comply with DFAT's policies for [Child Protection](#) and [PSEAH](#) and are required under these Guidelines to inform and place an obligation on the Students to comply with these policies and for the Students to comply with their university's policies on these matters.

Funding Recipients should take into account the [University Foreign Interference Taskforce - Guidelines to Counter Foreign Interference in the Australian University Sector 2019](#).

10.5 How DFAT pays the grant

DFAT will pay Funding in advance and in one or more instalments in accordance with the schedule in the applicable Project Schedule. The Funding Recipient must spend each instalment of Funding on Student Grants (see Section 5.2) and, if applicable, Administration Funding (see Section 5.3) in accordance with the applicable Project Schedule.

The conditions applicable to payment of Funding are set out in Schedule 1 of the Deed.

10.6 Grants payments and GST

Payments will be made as set out in the Project Schedule. If applicable, payments will be Goods and Services Tax (GST) inclusive. If the Funding Recipient is registered for GST, where applicable, DFAT will add GST to their grant payment and issue them with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. DFAT recommends Funding Recipients seek independent professional advice on their taxation obligations or seek assistance from the [Australian Taxation Office](#). DFAT does not provide advice on particular taxation circumstances.

Before any payments can be made:

- the Funding Recipient must submit to DFAT a valid tax invoice for the amount of the grant Funding received (noting that the Australian Government's default invoice process is Recipient Created Tax Invoice), and
- where applicable (for example, for a Multi-term Mobility Project), the Funding Recipient must have submitted to DFAT and received DFAT's advice of acceptance of the report and statutory declaration relating to any previous funding paid in accordance with the terms of payment set out in the Project Schedule.

11. Announcement of grants

DFAT may publicly announce Funded Mobility Projects including, but not limited to:

- (a) names of Mobility Projects, their Australian University and Host Institution(s)
- (b) description of study areas and Internships/Mentorships (and their timing) supported through the Mobility Projects, and
- (c) the amount of Funding awarded.

12. How DFAT monitors the grant activity

Requirements and expectations for the monitoring of a Mobility Project are set out in the Deed and applicable Project Schedule.

12.1 Funding reporting requirements

Funding Recipients must submit reports for each Project in line with the Deed and applicable Project Schedule. A completion report submitted by the Completion Date is required including:

- (a) the number of Students who participated in the Mobility Project and the final amount of Funding paid as Student Grants
- (b) the final amount of Administration Funding used
- (c) key achievements against the NCP Strategic Objective and outcomes, including linkages established
- (d) Student diversity groups, and
- (e) a list of publicity materials used to promote the Mobility Project and the NCP and any media coverage.

Funding Recipients may also provide:

- (f) feedback they received formally or informally about the Mobility Project, including from participants
- (g) an attachment to the completion report documenting further details of the project including photographs and examples of promotional material

Once the NCP Secretariat has accepted the completion report, Funding Recipients must submit a statutory declaration declaring that all Funding has been spent in accordance with the Deed and Project Schedule and, if applicable, any unspent amounts have been returned to DFAT.

12.2 Funding reporting requirements for Multi-term Mobility Projects

Multi-term Mobility Projects require a separate completion report and statutory declaration for each term of Funding received. DFAT will not make payments for the Second or Third Terms until the completion report and details from previous terms have been received in ISEO.

Where a Funding Recipient does not use at least 80 per cent of the total Student Grant Funding offered in a particular term, and a variation is not approved, the Australian Government reserves the right to withhold Funding for the following term, offset the unspent amount against the following term's Funding allocation, or request a refund, in accordance with the process in the Deed.

12.3 Sharing NCP stories

Funding Recipients should retain photographs, newspaper clippings, video clips and/or web links and any other media coverage documenting the Mobility Project that can be provided on request to the NCP Secretariat. Funding Recipients are encouraged to send such materials to the NCP Secretariat (ncp.communications@dfat.gov.au) at any time.

12.4 Privacy consent

Before providing images or Personal Information to the Australian Government, Funding Recipients must advise Students that the Australian Government may collect, use, disclose and publish a Student's Personal Information including in accordance with Sections 12.4 and 13.4.

12.5 Management of underperformance

In the event of underperformance against the requirements of the Deed or a Project Schedule for a Mobility Project, the Australian Government may take remedial action, including:

- (a) consultation and negotiation with the Funding Recipient
- (b) referral to proper authorities for investigation of improper use of Funding
- (c) termination of Funding, or
- (d) any other action in accordance with the Deed or Project Schedule.

DFAT will take into consideration the Funding Recipient's record in meeting reporting requirements and refunding unallocated grants, in decisions to allocate Funding in future rounds.

12.6 Evaluation

NCP Mobility Program evaluation is an ongoing activity within the Australian Government. DFAT may use information about Mobility Projects for performance monitoring and management of the NCP. Information may also be used by DFAT to create testimonials for NCP promotion.

Program stakeholders including Applicants, Project Partners, Host Institutions and Students may be asked to participate in the evaluation of the NCP Mobility Program.

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.

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

13.1 Enquiries and Feedback

If an Applicant, or any other person, is dissatisfied with the administration of the NCP Mobility Program, they can raise their concern with the Commonwealth Ombudsman. The Ombudsman generally prefers that DFAT is given an opportunity to deal with the complaint in the first instance. All complaints about a grant process must be provided in writing.

The Commonwealth Ombudsman may be contacted on:

Phone: 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: <https://www.ombudsman.gov.au>

The Australian Government will not be 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 Further information

For further information on NCP Mobility Program administrative matters, including eligibility, Applications and Funding arrangements, Private Sector Organisation liaison, Internships, Mentorships, public diplomacy and alumni please contact DFAT at ncp.secretariat@dfat.gov.au.

13.3 Conflicts of Interest

Applicants must disclose any Conflict of Interest in relation to any Application in writing to ncp.secretariat@dfat.gov.au at the time of submitting the Application or when the Conflict of Interest arises or is likely to arise. The Applicant must take such steps as reasonably required by DFAT to resolve or otherwise deal with any Conflict of Interest.

Obligations for the management of Conflicts of Interest by Funding Recipients are set out in the Deed.

13.4 Privacy

DFAT and their contractors are bound by the provisions of the [Privacy Act 1988](#) (Cth) ('Privacy Act'), including the Australian Privacy Principles ('APPs'), which prescribe rules for the handling of Personal Information.

DFAT collects Personal Information in relation to Mobility Projects under the NCP Mobility Program. Types of Personal Information collected includes personal details (e.g. name, gender, date of birth and contact details) and equity information.

The purpose of DFAT and their contractors collecting this information is for the management, administration, promotion and evaluation of the NCP Mobility Program including to:

- (a) assess Applications,
- (b) administer the NCP, including monitoring performance and following up with Students about their experiences,
- (c) promote the NCP, including but not limited to using Personal Information in promotional material, testimonials and hardcopy and/or online publications, and
- (d) invite Students in the NCP alumni network to relevant functions and events in Australia and overseas

DFAT may disclose Personal Information in relation to Mobility Projects under the NCP Mobility Program to:

- (a) other Australian Government departments and agencies, including the Department of Education, Skills and Employment,
- (b) State and Territory Governments,

- (c) Australian Parliamentary members and committees of the Parliament of the Commonwealth of Australia,
- (d) contractors and agents of DFAT and Education,
- (e) Australian Universities, including to the ILOs, and
- (f) media representatives, including foreign media representatives

DFAT may also disclose Personal Information in relation to Mobility Projects under the NCP Mobility Program to overseas recipients, including Host Institutions, potential Internship/Mentorship Host Organisations, Language Training providers, Host Location governments/authorities and non-government organisations. Applicants must ensure that individuals are aware and provide consent for their Personal Information to be disclosed to an overseas recipient. This includes ensuring Students are aware that: (a) the overseas recipient will not be accountable under the Privacy Act; and (b) Students will not be able to seek redress under the Privacy Act, if the overseas recipient handles Students' personal information in breach of the Privacy Act.

Without limitation, Applicants must ensure that appropriate consents are obtained from individuals, including in accordance with the scope of permitted use and disclosure under this Section 13.4. Funding Recipients must also obtain such consent from Students and comply with the obligations under the relevant Deed.

If individuals do not consent to DFAT or its contractor(s) collecting, using and disclosing their Personal Information, DFAT may not be able to process your Application for the NCP Mobility Program. For more information about DFAT's handling of Personal Information, including how we protect and manage Personal Information, how individuals can access or correct Personal Information that DFAT holds, or how individuals can make a complaint about an alleged privacy breach, please refer to DFAT's Privacy Policy - www.dfat.gov.au/privacy.html

13.5 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 Application and/or Deed and/or Project Schedule, 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 Deed and the Project Schedule confidential to the extent that it meets all three conditions below:

- (a) you clearly identify the information as confidential and explain why we should treat it as confidential
- (b) the information is commercially sensitive, and
- (c) 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:

- (a) Commonwealth employees and contractors to help us manage the NCP Mobility Program effectively
- (b) employees and contractors of DFAT and Education for the purpose of research, assessment, monitoring and analysis of the NCP Mobility Program

- (c) employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- (d) other Australian Government agencies for law enforcement purposes, where the disclosure will serve the Australian Government's legitimate interests and, if necessary, to substantiate an Applicant's claims
- (e) other Commonwealth, State, Territory or local government agencies in NCP Mobility Program reports and consultations
- (f) the Auditor-General, Ombudsman or Privacy Commissioner
- (g) the responsible Minister or Parliamentary Secretary, and
- (h) a House or a Committee of the Australian Parliament.

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

13.6 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).

Under the FOI Act, members of the public can seek access to documents held by the Australian Government, subject to exemptions.

14. Glossary

Term	Definition
Aboriginal and/or Torres Strait Islander	a person of Aboriginal and/or Torres Strait Islander descent who identifies as an Aboriginal and/or Torres Strait Islander and is accepted as such by the community in which they live, or formerly lived
Administering Entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
Administration Funding	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 5
Applicant	an Australian University applying for NCP Mobility Program Funding and, in the case of a Consortium, the Lead Applicant
Application	an application for Funding for a Mobility Project under the NCP Mobility Program
Assessment Criteria	the specified principles or standards, against which Applications will be judged and are set out in Section 6.
Australian Qualifications Framework	is available at: https://www.aqf.edu.au/
Australian University	a registered higher education provider for the purposes of the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (Cth) that is registered in an “Australian University” category
Bachelor Degree	Bachelor Level 7 as defined in the Australian Qualifications Framework
Bachelor Honours Degree	undergraduate studies at a Bachelor Honours Level 8 as defined in the Australian Qualifications Framework
Closing Time	the date and time specified as such in the timeline at Section 7.3, beyond which Applications will not be accepted
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.
Completion Date	is the date by which all reporting activities for the Mobility Project must be completed.

Term	Definition
Confidential Information	information that satisfies criteria at Section 13.5, or that the Australian Government designates as confidential, or that either party knows or ought to know is confidential. Does not include information otherwise in the public domain.
Conflict of Interest	refers to real, apparent or potential private or personal associations or interests (financial or non financial) which improperly influence, or may improperly influence, an Applicant's performance of their roles and responsibilities in relation to the NCP Mobility Program.
Consortium	a group of Australian Universities that have appointed a Lead Applicant to submit an Application
Deed	a Deed for Student Mobility Programs that is an agreement between the Commonwealth of Australia, represented by the Department of Education, Skills and Employment, and an Australian University in the form of a deed, detailing the terms and conditions under which Funding may be offered under the NCP Mobility Program
Disability	refers to any limitation, restriction or impairment that restricts everyday activities or assistance is required and has lasted or is likely to last for at least six months.
Eligibility Requirements	the requirements for: <ul style="list-style-type: none"> a. a Mobility Project to be eligible for Funding, as set out or referenced in Section 4.1, and b. an Applicant to be eligible for Funding as set out in Section 4.2
First Term	in respect of a Multi-term Mobility Project the relevant period identified in Section 7.3
Funding	the funding made available for Mobility Projects under the NCP Mobility Program to Funding Recipients in accordance with the relevant Project Schedule
Funding Recipient	an Applicant that has accepted an offer of Funding for a relevant Mobility Project (both before and after entry into the relevant Project Schedule)
Gender	part of a person's social and personal identity, and may not necessarily be the same as the person's sex. When applying, individuals are given the option to select M (male), F (female) or X (Indeterminate/Intersex/Unspecified)

Term	Definition
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: <ul style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ 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.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
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 PBS Program.
Home University	the Australian University at which the relevant Student is enrolled throughout the duration of the Mobility Project in which they are participating
Host Institution	a university or other education provider where the Students are enrolled for study in the Host Location as part of a Mobility Project
Host Location	the eligible geographic location in the Indo-Pacific region set out in Section 5.5.1 to which Students will travel to undertake Mobility Projects
Host Organisation	any other organisation, besides the Host Institution that may host Students for work, training, study or research in the Host Location as part of the Mobility Project
Internship	a professional work experience in which a Student has learning goals relevant to their academic qualification and professional development. Internships can include clinical placements, practicums or artist residencies
Internship Grant	additional Funding as part of a Semester Grant as described in Section 3.2.3
ISEO or International Student Exchange Online	The Department of Education, Skills and Employment's online system for managing the Applications

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Language Training Grant	additional Funding as part of a Semester Grant as described in Section 3.2.4
Lead Applicant	is the Australian University responsible for submitting an Application on behalf of a Consortium and for meeting the requirements on Applicants and Funding Recipients on behalf of the Consortium.
Low Socio-Economic Status (SES)	Students who are from a low SES background, as measured by the lowest quartile of the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) measured at Statistical Area 1 (SA1) level
Mentorship	a developmental relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person, relevant to work, career, or professional development
Mobility Partnership	is a financial or in-kind arrangement between one or more Home Universities or Consortium and at least one Private Sector Organisation that meets the requirements in Section 5.4
Mobility Projects	are projects that meet the relevant Eligibility Requirements in accordance with Section 4.2 for which Applicants seek Funding in accordance with these Guidelines.
Multi-term Funding	is Funding for Multi-term Mobility Projects.
Multi-term Mobility Projects	are Mobility Projects that meet the Eligibility Requirements, including as set out in Section 3.2.5.
New Colombo Plan (NCP)	the New Colombo Plan Scholarship Program and the New Colombo Plan Mobility Program
New Colombo Plan (NCP) Mobility Program	has the meaning in Section 2.1.
New Colombo Plan (NCP) Scholarship Program	the program of that name administered by DFAT
New Colombo Plan Website	www.dfat.gov.au/people-to-people/new-colombo-plan/Pages/new-colombo-plan.aspx
Outcome	has the meaning in Section 2.
Offshore Campus	of an Australian University refers to an Australian University that has a branch campus and/or operates under the same entity name, in a location other than Australia.

Term	Definition
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	has the same meaning as in the <i>Privacy Act</i> which defines Personal Information as “ <i>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.</i> ”
Primary Location	has the meaning given in Section 5.5.2.
Privacy Act	the <i>Privacy Act 1988</i> (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.
Project Partner	the Host Institution(s), Host Organisation(s), and/or any other overseas or Australian partner organisation(s) involved in the delivery of a Mobility Project
Project Schedule	the agreement for Funding of a Mobility Project entered into under the relevant Deed
Regional/Remote	a region designated as Regional or Remote by the Australian Bureau of Statistics 2011 Australian Statistical Geography Standard (ASGS)
Second Term	in respect of a Multi-term Mobility Project, the relevant period identified in Section 7.3
Secondary Location	has the meaning in Section 5.5.3.
Semester	has the meaning as published by the Host Institution, provided it is a minimum of 10 weeks. Where the Host Institution operates trimesters rather than semesters, the trimester will be a Semester and must also be a minimum of 10 weeks.
Semester Grant	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 3.2.2

Term	Definition
Short-term Grant	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 3.2.1
Single-term Mobility Projects	are Mobility Projects that do not continue beyond 30 June 2022.
Strategic Objective	has the meaning in Section 2.
Student	a Student enrolled in an undergraduate course at a Bachelor or Bachelor Honours level at a Home University throughout the duration of the Mobility Project and is the beneficiary of a Student Grant from a Funding Recipient
Student Code of Conduct	the Student Code of Conduct outlines the expectations of Students on NCP Student Grants in respect of personal and professional behaviour
Student Grant	has the meaning in Section 5.2
Third Term	in respect of a Multi-term Mobility Project the relevant period identified in Section 7.3
Value with money	<p>value with money in this document 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 and determined from a variety of considerations.</p> <p>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:</p> <ul style="list-style-type: none"> 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.