Australian Government
Department of Industry, Science and Resources

Sample nomination form

Sample

Inspiring Australia – Science Engagement Program:
The 2027–2029 Prime Minister's Prizes for Science – Aboriginal and Torres Strait Islander Knowledge Systems Prize

Stage 1 – Community group nominations

To help you prepare your online nomination this document shows the questions included in the online nomination form for this grant opportunity.

Instructions

The online form captures the information required by the department to assess and manage your nomination for services and funding.

The first page of the nomination form contains the following instructions.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Selecting a program

On the following page you must enter your details and then select the program you are providing a nomination for.

Are you eligible to nominate? Is your nominee eligible to be nominated?

Before you start your nomination, you must answer some questions to self-assess whether you are eligible to nominate and your nominee is eligible to be nominated.

Completing your nomination

The nomination form consists of separate pages, shown in a navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

Once you start your nomination, you can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. A tick indicates a validated page.

You can modify saved responses up until you submit your nomination.

Participants

Once you start your nomination, you may invite others to assist, via the application summary page. To do this:

- select the Application summary link at the top of the page
- select the Participants button
- enter the details.

An email will be sent to the participant inviting them to access the nomination form.

Saving with multiple participants

If more than one participant is working on your nomination at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

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Submitting your nomination

You must complete every page of the nomination before you can submit.

You must also read and agree to the declaration which advises you of your, and the nominees, responsibilities.

Check all your answers before you submit your nomination. After you submit, it will no longer be editable.

Getting help

If you require further assistance completing your nomination, contact us by email or web chat or on 13 28 46.

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A. Program selection

Before you start your nomination, we need to first identify what type of entity is nominating.

- You must select an individual entity type to proceed.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for on behalf of your nominee. Remember that nominees cannot nominate themselves for a prize. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

Select from –

- PM Prizes – Aboriginal and Torres Strait Islander Knowledge Systems – Individual
- PM Prizes – Aboriginal and Torres Strait Islander Knowledge Systems – Team
- PM Prizes – Aboriginal and Torres Strait Islander Knowledge Systems – Community Group

When you have selected the program, the following text will appear.

The Prime Minister's Prizes for Science are Australia's most prestigious awards for achievements in scientific research and research-based innovation, the practice of Aboriginal and Torres Strait Islander knowledge systems and excellence in science teaching.

The community group prize recipients will receive a medallion, lapel pin, award certificate and the prize money will be awarded to the community group.

You should read the grant opportunity guidelines before filling out this nomination. We recommend you keep the guidelines open as you are completing your nomination so you can refer to them when providing your responses.

You may submit your nomination at any time up until 5.00pm on the relevant closing date as outlined in section 6.4 of the grant opportunity guidelines. Please take account of time zone differences when submitting your nomination.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

If more than one participant is working on your nomination at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

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B. Eligibility

We will ask you the following questions to establish your eligibility for The 2027–29 Prime Minister's Prizes for Science – Aboriginal and Torres Strait Islander Knowledge Systems Prize.

- Is the nomination for a community group (as defined in the guidelines' glossary)?

This form is for community group nominations. If you want to nominate an individual or a team (including family groups) please start a new nomination and select 'PM Prizes – Aboriginal and Torres Strait Islander Knowledge Systems – Individual' or 'Team' option.

Where a nomination is for a community group, up to 4 nominees may be named on the nomination form to represent the community group as a whole.

You must answer yes to proceed.

- Are you nominating yourself for a prize?

You must answer no to proceed, a nominee cannot nominate themselves for a prize.

- Is each nominee representing the community group an Aboriginal and/or Torres Strait Islander person?

You must answer yes to proceed.

- Is each nominee representing the community group an Australian citizen or permanent resident of Australia?

If yes and the nomination progresses to Stage 2, the nominee(s) representing the community group will be required to sign a declaration form stating Indigeneity, Australian citizenship or permanent resident status.

You must answer yes to proceed.

Has/have any of the nominee(s) previously been a past recipient of:

- The Prime Minister's Prize for Aboriginal and Torres Strait Islander Knowledge Systems
- Prime Minister's Prize for Science
- Prime Minister's Prize for Innovation
- Prime Minister's Prize for Excellence in Science Teaching in Primary Schools
- Prime Minister's Prize for Excellence in Science Teaching in Secondary Schools?

You must answer no to proceed. Past recipients of above prizes are ineligible for further prizes

- Has the community group or the nominee(s) representing the group been nominated in more than one science prize category this year?

You must answer no to proceed to next section, a nominee cannot be nominated in more than one prize category.

- Are you or the supporters a close family member of the nominee(s) representing the group?

The nominee(s) must not be close family members of the nominator or supporters. A close family member is an individual considered part of the immediate family, such as a spouse, parent, child or sibling (including step-relatives).

You must answer no to proceed.

- Have you contacted the supporters and confirmed they are willing and able to provide supporter statements and contact information if the nomination progresses to stage 2?

You must answer yes to proceed.

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- Do you and the supporters have personal knowledge of the nominated achievement, and are able to offer informed opinions about its significance?

You must answer yes to proceed.

- Do you declare that at least one of the supporters is an Indigenous person from the community and/or place associated with the knowledge systems being practiced as part of the nominated project?

You must answer yes to proceed.

- Is at least one supporter Indigenous and able to confirm the Indigeneity of the nominees representing the community group?

You must answer yes to proceed.

- Have you contacted both independent referees and confirmed they are willing and able to provide a referee report and contact information if the nomination progresses to stage 2?

You must answer yes to proceed.

- Are either of the independent referees related to the nominee(s) representing the group?

The nominee(s) must not be related to the independent referees.

You must answer no to proceed.

- Do either of the independent referees have a professional relationship with the community group that would cause a conflict of interest that could unnecessarily bias the independence of the referees?

You must answer no to proceed.

- Does the community group practice knowledge systems as part of a project with a demonstrable benefit to Australian Indigenous peoples, communities and/or place and to Australia more broadly?

You must answer yes to proceed.

- Have you ensured the nominees are eligible and willing to be nominated and provide evidence necessary to support the nomination?

You must answer yes to proceed.

- Do either of the supporters have a role in the nominated project?

You must answer yes to proceed.

- Is this supporter a knowledge holder from the knowledge system being practiced in the project?

You must answer yes to proceed.

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C. Nominator address

C.1. Nominator street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Nominator postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

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D. Nominator

You must provide your details as the nominator.

The nominator is the person authorised to act on behalf of the nominee.

Later in the form we will ask you to confirm the key contact for this nomination.

The key contact will receive all email communications regarding the nomination.

If these details change, inform us as soon as possible so emails can be redirected.

Title (optional)

Given name

Family name

Post-nominals (optional)

Phone number and/or mobile number

Email address

Relationship to nominees

Organisation name (optional)

Web address (optional)

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E. Community group

Community group applications require a minimum of 2 nominees and maximum of 4 nominees. The nominee(s) listed in the nomination will be acting as representatives of the group. All nominee(s) representing the group must be Aboriginal and/or Torres Strait Islander.

Nominee(s) representing the group do not need to have a formal qualification, be a member of a professional association or have received any prior award to be eligible.

You will be required to attach a written statement for the community group later in the form. For more details see section J.2 or section 6.3 in the grant opportunity guidelines.

Nominee details

Provide details of the community group and the nominee(s) that will represent the group.

You will be able to add the details for up to four nominees within the online form.

E.1. Community group details

Name of community group

Geographic location(s)

Country/place

Website (optional)

E.2. Prize nominee 1

Title (optional)

Given name

Family name

Email address

Phone number and/or mobile number

Residential address

Gender

Year of birth

E.3. Nominee 1 employment details (optional)

Name of organisation

Nominee's current position

Website address

Organisation address

E.4. Social media

Does the nominee have a social media account(s)?

Drop down – yes, no.

If yes, add details for each platform (up to a maximum of 5 platforms).

Select social media platform

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Drop down - Facebook, X (formerly Twitter), Instagram, YouTube etc

Social media handle

Limited to 200 characters including spaces and special characters

In the event of the nominee passing, would you and the community group like the department to proceed with the assessment of the nomination?

If yes, the department will liaise with the nominator.

In the event of the nominee passing, the nominator should advise the department in writing by sending an email to pmprizes.admin@industry.gov.au.

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F. Achievement

You must provide information that summarises the community group's achievements by answering the assessment criteria detailed in the guidelines.

If the nomination is ultimately successful, some details you provide will be published on the department's website and on GrantConnect. Published details include:

- name of the community group
- name of their organisation (optional)
- the community group's achievements
- prize money awarded.

F.1. Community group's achievements

Provide a short statement on the community group's achievements.

Your response is limited to 120 characters including spaces and special characters.

F.2. Statement of achievements and impacts

Provide a brief plain English statement from the nominator summarising the community group's achievements and impacts.

Your response is limited to 1,500 characters including spaces and special characters.

F.3. Consideration of impacts

Have any of the nominees experienced any circumstances impacting opportunity that should be taken into consideration when assessing the nomination?

This could include career interruptions, community responsibilities or other relevant circumstances.

If yes, provide a short statement summarising the nominee's circumstances to be considered.

Your response is limited to 200 characters including spaces and special characters.

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G. Nominator statement

A nominator achievement summary is required to be submitted outlining the community group's achievement and why they would be a good candidate for a particular Knowledge systems prize.

You must address all assessment criteria as outlined in the grant opportunity guidelines in the fields below. Use plain English when writing your responses.

The Aboriginal and Torres Strait Islander Knowledge Systems Prize Committee will assess eligible nominations against the assessment criteria and compare them to other eligible nominations based on the information provided in the nominator statement. Nominations must score a minimum of 50% against each of the assessment criteria and will be competitively ranked. Only the highest-ranking nominations will be invited to proceed to stage 2.

G.1. Nominator knowledge of achievement

Provide a description of your relationship with the community group.

Your response is limited to 300 characters including spaces and special characters.

Provide a description of how you are personally knowledgeable of the nominated achievement and are able to offer informed opinions about its significance.

Your response is limited to 300 characters including spaces and special characters.

G.2. Prime Minister's Prize for Aboriginal and Torres Strait Islander Knowledge Systems assessment criteria

In Stage 1, a nominator must address all assessment criteria as outlined in the grant opportunity guidelines in the fields below.

Assessment criterion 1

Demonstrated practice of Aboriginal and/or Torres Strait Islander knowledge systems (20 points)

Demonstrate the practice of Aboriginal and/or Torres Strait Islander knowledge systems and their application to the project.

Nominations should describe:

- the question being addressed, its significance and how the practice of the knowledge systems have benefited broader scientific understandings and processes
- how the project was conducted, including the practice of Aboriginal and/or Torres Strait Islander knowledge systems
- how the application of Aboriginal and/or Torres Strait Islander knowledge systems led to the project's success.

This may be demonstrated by:

- describing how the Aboriginal and/or Torres Strait Islander knowledge systems were applied to solve specific challenges
- if relevant, how the knowledge systems in the project have been woven with Western science.

Community group nominations should also describe:

- the role of the community group in the project

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- why the prize should be awarded to that community group.

Your response is limited to 1,500 characters including spaces and special characters.

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Assessment criterion 2

Demonstrated benefit (10 points)

Demonstrate how this project has benefited communities and/or place.

Nominations should describe:

- the demonstrated benefit to place and/or community and/or the contribution to culture
- the benefit, or potential benefit, to Australia more broadly.

This may be demonstrated by:

- including case studies and narratives describing the benefits of the project
- including project assessments from Elders, community leaders, end-users, stakeholders or sponsors
- the benefits to community and/or place throughout the project's duration
- the direct and/or indirect economic benefits of the project to community and/or place
- describing the scale, reach and continuity of the project, for example, providing participant numbers, frequency of community engagement and the size of governing bodies involved
- describing how knowledge systems are widely shared, passed across generations and maintained within the community
- other metrics as appropriate.

Your response is limited to 1,500 characters including spaces and special characters.

Assessment criterion 3

Demonstrated cultural governance (10 points)

Demonstrate the cultural governance of the project.

Nominations should describe:

- the respectful adherence to cultural governance protocols to demonstrate the legitimacy and significance of the project
- the project's authority to protect, use and share the Aboriginal and/or Torres Strait Islander knowledge systems, in accordance with the cultural authority owners' direction and (where relevant) systems to facilitate cultural governance.
- If applicable, details on the storage conditions for Indigenous data collected and/or used as part of the nominated project, including accessibility for knowledge owners, security measures and server location.

This may be demonstrated by:

- confirmation of the Aboriginal and/or Torres Strait Islander knowledge systems, including, where possible, identifying the Traditional Custodians, and the moral and intellectual right of the individual, team or community group to build on and apply the knowledge systems
- a statement explaining how the collective cultural responsibility and rights of the Aboriginal and/or Torres Strait Islander knowledge systems has been addressed
- letter(s) of support from a relevant cultural authority and/or a regional Indigenous representative body about the project and the extent to which respectful connection with communities and/or place have been fostered to support cultural governance
- if the nominee is associated with a university, a memorandum of understanding or research agreement between the associated university and the cultural authority owners
- the application of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research.

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Nominations should provide sufficient evidence to demonstrate the cultural governance of the project, which may require multiple relevant and appropriate sources. Evidence can be provided as attachments to the nomination at stage 2.

Your response is limited to 1,500 characters including spaces and special characters.

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H. Nomination finalisation

You must answer the following questions and add any supporting documentation required.

H.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to section 10.2 of the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Additional information

The total of all attachments cannot exceed 50 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested.

Individual files must be smaller than 25 MB, and be one of the following file types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

When submitting PDFs where possible they should be OCR compatible, as outlined in the guidelines' glossary.

- a written statement (up to 2 pages) describing the community group's background and experience.

Nominators must use the recommended template provided on industry.gov.au.

Any information exceeding the limits outlined in this nomination form or the template will not be considered.

A written statement must be saved using the name of the nominee in the following format: lastname_firstname_writtenstatement.

H.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

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We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

Your response is limited to 750 characters including spaces and does not support formatting.

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I. Declaration

To submit your nomination you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Data and Digital Strategy
- Commonwealth Grants Rules and Principles
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may collect, use and share my personal information provided in this nomination within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful nominees

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in nominations and related processes

a. unless otherwise prohibited by law.

b. I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

c. The department will publish information on individual prizes in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Nominator declaration

I declare, as the nominator or on behalf of the nominator, that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare, as the nominator or on behalf of the nominator, that to the best of my knowledge, the person I am nominating has not taken any actions that will bring the Prizes, the department or the Australian Government into disrepute.

I declare that the information contained in this nomination together with any statement provided including those developed using artificial intelligence or other automated process is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the nomination process, consult with other government agencies, including state and territory government agencies, about the nominator's claims and may also engage external technical or financial advisors to advise on information provided in the nomination.

I agree to participate in the periodic evaluation of the services undertaken by the department.

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I approve the information in this nomination being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in a nomination is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding a nomination from further consideration; withdrawing an offer of funding; using the information contained in the nomination for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the nominees and acknowledge that this is the equivalent of signing this nomination.

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