About the grant

* indicates a required field

Instructions for Applicants

Before completing this application form, you should have read the program guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

Application Number

This field is read only.

Program Details

The NSW Premier's Department (Department), through the NSW Office of the Chief Scientist & Engineer (OCSE), is offering grants for research conferences to be held in New South Wales.

This round of the Research Conference Sponsorship Program is open to organisations hosting research conferences in New South Wales from February to December 2027.

Grants are awarded on a competitive basis and are the primary mechanism by which the NSW Government provides financial support for research conferences.

Successful applicants will be awarded funds from a maximum available pool of **$100,000** (excluding GST) with the final amount decided at the Department's discretion. Each applicant can request up to a **maximum of $10,000** for eligible expenses to support eligible activities.

The amount awarded will be recommended by the Assessment Panel and is at the discretion of the Minister (final decision-maker).

Grant Program Name

This field is read only.
The program this submission is in.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;

- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: https://www.dpc.nsw.gov.au/privacy);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

All applicants and projects must be eligible according to the criteria outlined in the RCSP 2027 Guidelines.

I confirm that I have read the Guidelines and understand the eligibility criteria and terms *
☐ Yes

Confirmation of eligibility check

* indicates a required field

RCSP eligibility check

Only eligible organisations and projects are eligible to receive funding under the RCSP 2027 Round. Please confirm your eligibility below:

Please select the category that describes your organisation. *
○ University / research organisation
○ NSW community sector organisation
○ Non-profit organisation incorporated under the Federal Corporations Act 2001 as applied in NSW OR a national non-profit organisation planning a conference in NSW
○ None of the above (not eligible for RCSP 2027)

Is the conference a research conference, which is defined as a formal meeting of various people, including researchers, industry and government representatives, and students, whose primary purpose is to share knowledge and promote collaboration on a particular scientific topic? *
○ Yes
○ No (not eligible for RCSP 2027)

The research theme of the conference must be science or technology related. Please indicate which topic your conference is related to, from the list below: *
☐ Mathematical, information and computing sciences
☐ Engineering, environmental sciences & renewable energy
☐ Physical, chemical and earth sciences
☐ Biological and biotechnological sciences
☐ Other:

Select as many as apply. If your conference does not fit into the above, please indicate the primary theme in 'Other'

Will the conference will take place between February and December 2027? *
○ Yes
○ No (not eligible for RCSP 2027)

Will the conference be hosted at a venue/s in NSW? *
○ Yes
○ No (not eligible for RCSP 2027)

RCSP ineligibility check

Ineligible applicants and ineligible projects cannot receive funding under the RCSP 2027 Round. Please confirm your eligibility below:

Did this conference receive funding from the Office of the NSW Chief Scientist and Engineer in the CSP 2026 Round? *
○ Yes (not eligible for RCSP 2027)
○ No

Is the conference's subject matter, or organiser/s affiliated with any products or organisations that are likely to go against the values and objectives of the NSW Government? *
○ Yes (not eligible for RCSP 2027)
○ No
○ Other:

This may include gambling, tobacco, or alcohol products or anything illegal. If unsure, please indicate in 'Other'. Please note that the Department will retain, at its sole discretion, the ability to deem a conference is ineligible for funding where the organisation or association

Is the conference being organised by / on behalf of a Research & Innovation Network funded by OCSE? *
○ Yes (not eligible for RCSP 2027)
○ No

with any person or business activity could cause reputation and/or other risks to the NSW Government

You are not eligible to apply for the Research Conference Sponsorship Program 2027 Round

Based on your response, you are not eligible for this program. If you have any questions regarding the eligibility criteria, please contact OCSE: raap.grants@chiefscientist.nsw.gov.au

Do you understand that your application does not meet the mandatory criteria for the RCSP 2027 Round? *
○ Yes I understand that I do not meet the mandatory criteria for the RCSP 2027 Round and therefore I am ineligible to apply.

RCSP key terms compliance check

Successful applicants must enter into a Funding Deed with the NSW Government before funding can be paid. Some of the key terms are outlined below, with the full requirements contained in the draft Funding Deed.

If you are successful, are you willing to provide up to two complimentary in-person registrations to Department staff, if requested? *
○ Yes
○ No (not eligible for RCSP 2027)

If you are successful, are you willing to comply with the reporting and acquittal requirements outlined in the draft Funding Deed? *
○ Yes
○ No (not eligible for RCSP 2027)
This is expected to include an interim report prior to the conference and a final report following completion of the conference, using templates provided by OCSE.

If you are successful, are you willing to acknowledge NSW Government funding in accordance with the relevant guidelines? *
○ Yes
○ No (not eligible for RCSP 2027)
Further details of these requirements can be found here: https://www.nsw.gov.au/branding/grants-and-funding-acknowledgement/general-grants

If you are successful, are you willing to disclose any sources of additional funding received for the conference? *
○ Yes
○ No (not eligible for RCSP 2027)

You may not be eligible to receive funding from the Research Conference Support Program

Please be aware that an answer of 'no' to the conditions above may indicate that you are unlikely to comply with the proposed terms of funding. This may result in you, at the Department's discretion, being excluded from further consideration as an ineligible applicant.

If you have any questions regarding the above terms, please review the draft Funding Deed, and/or contact OCSE if clarification is required: raap.grants@chiefscientist.nsw.gov.au

If your answer to any of the key terms was 'no', please provide an explanation of why for further consideration *

Applicant Details

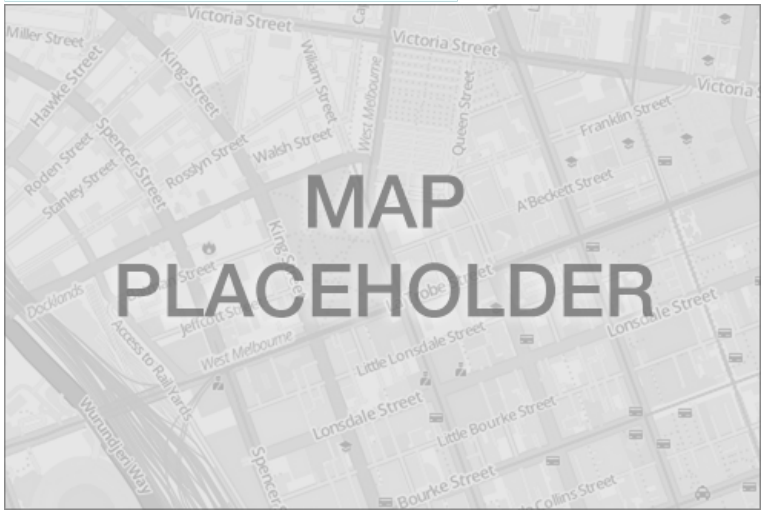
* indicates a required field

Organisation Details

Organisation Name *
Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address
Address



Postal Address
Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

Must be a URL.

Primary Contact Details

Primary Contact *

Title | First Name | Last Name

This section should provide contact details for the primary conference organiser. This may or may not be different to the Authorised Officer's details entered above under 'Organisation Details'. For example, if you are a researcher from a university with a central Contracts Office, you should enter your university's Authorised Office details in the 'Organisation Details', and then enter your details as the conference organiser in this 'Primary Contact Details' section.

Primary Contact Position *

e.g., Conference Organiser, Manager, Director, etc

Primary Contact Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Primary Contact Email *

Must be an email address.
This is the address we will use to correspond with you about this grant.

Does the applicant have an Australian Business Number (ABN)? *

○ Yes ○ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Applicant Organisation ACN or AIN *

Enter Organisation ACN (Australian Company Number) or AIN (Association Incorporation Number) if ABN not there.

Insurances

Does the applicant organisation have insurance (such as public liability insurance) that will cover the conference / activities for which you are seeking funding? *

- ○ Yes
- ○ No, but will obtain

Recipients must maintain adequate levels of insurance. Evidence of insurance must be provided prior to the execution of the funding deed.

Please provide evidence that the applicant organisation holds relevant insurance for the activity *

Attach a file:

For instance, a certificate of currency.

Adverse Findings and Legal Proceedings

Is the primary contact person, organisation, and/or any of the director(s) subject to adverse or legal proceedings? *

- ○ Yes
- ○ No

Details of adverse findings or legal proceedings *

Application Details

* indicates a required field

Title *

Word count:
Must be no more than 25 words.
Please provide the name of your conference / event

Brief description *

Word count:
Must be no more than 75 words.
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities. This brief summary may be made publicly available if you are a successful recipient.

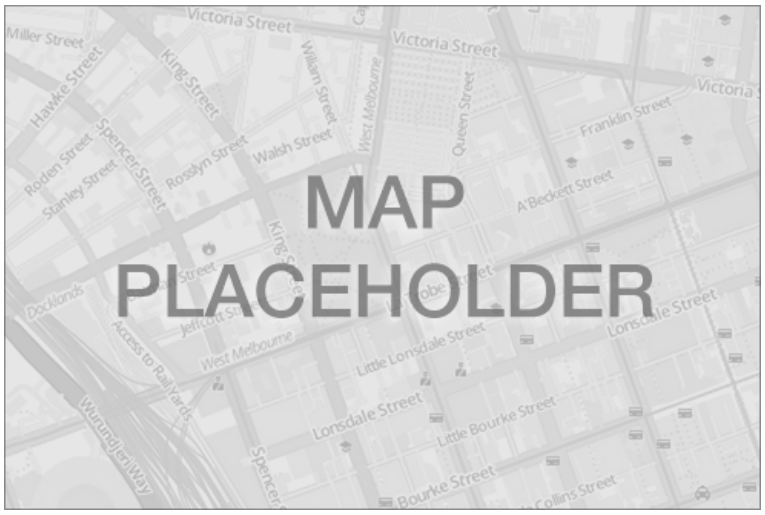
Anticipated start date *

Must be a date and no earlier than 1/2/2027.
This refers to the anticipated start date of your conference. If this has not yet been finalised, please provide an indicative date.

Anticipated end date *

Must be a date and no later than 31/12/2027.
If this has not yet been finalised, please provide an indicative date. This may be the same as the start date for single day conference / events

Primary location of your initiative
Address



This refers to the primary conference venue. If this has not yet been confirmed, please provide an indicative location such as the postcode or suburb. Please note that this must be in NSW.

Conference attendee numbers

OCSE appreciates that it may be difficult to provide exact numbers at this stage, so please provide indicative estimates below.

Estimated total number of attendees for the conference, including speakers, participants, students and other delegates. *

Must be a number.
Anticipated attendance numbers are not, in themselves, an assessment criterion. Please note that successful recipients will be required to report aggregate and deidentified attendee information as part of the final acquittal process. This is expected to include a breakdown of the total attendee numbers by location (NSW, interstate and international), career stage (student, early-career researcher, mid-career researcher and senior researcher), and sector (academia, industry, government and consultants).

If the conference has run in previous years, please indicate how many attended in the most recent year *

If the conference has not run previously, enter 'N/A'.

Assessment criteria

* indicates a required field

Information to applicants

Please ensure you complete all questions. Only use as many words as you feel are required to adequately answer the questions.

Use of AI

Artificial Intelligence (AI) can assist in many aspects of the grant application process. However, it should be used to complement, not replace, human expertise and judgement. While the use of AI is not prohibited, applicants are advised to use it appropriately. Keep in mind that assessors are seeking authentic responses to the assessment criteria and often recognise when AI tools have been used.

Alignment to NSW Government priorities - 25% weighting

Please provide a description of how your conference aligns with the NSW 20-Year R&D Roadmap, NSW Innovation Blueprint and NSW Industry Policy, and how it would deliver broad economic, environmental, social and/or technological benefits to New South Wales.20Yr R&D Roadmap - https://www.chiefscientist.nsw.gov.au/industry-development/reports/nsw-20-year-r-and-d-roadmapNSW Innovation Blueprint - https://www.nsw.gov.au/departments-and-agencies/investment-nsw/resources/nsw-innovation-blueprintNSW Industry Policy - https://www.nsw.gov.au/departments-and-agencies/investment-nsw/resources/nsw-industry-policy

Response to alignment to NSW Government priorities and benefits to NSW criterion *

Word count:
Must be no more than 500 words.

Impact and additionality of RAAP funding - 25% weighting

Please describe how RAAP funding will improve is expected to improve the quality of your conference, including by enabling additional outputs or outcomes that may not otherwise be achieved.

Applicants should focus on the difference the funding will make to the conference, rather than simply describing how the funding will be spent.

This may include (but is not limited to):- Attracting speakers or collaborators who would not otherwise attend- Enhancing accessibility of the conference- Increasing the reach and visibility of research being presented at the conference- Creating additional opportunities for networking and knowledge exchange- Expanding the conference program through additional workshops, panels or training sessionsThe above examples are indicative only, and applicants are encouraged to list any other eligible examples where relevant.

Response to impact and additionality of RAAP funding criterion *

Word count:
Must be no more than 500 words.

Inclusive research conferences - 15% weighting

Please demonstrate how you will ensure inclusion in the planning and delivery of the conference.

Response to inclusive research conferences criterion *

Word count:
Must be no more than 350 words.
Diversity metrics may include career stage, female, non-binary or gender diverse, age, culturally and linguistically diverse (CALD), Aboriginal or Torres Strait Islander, neurodiversity, disability or chronic illness, Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Gender Diverse or Asexual (LGBTIQ+), socio-economic background and from regional or remote areas.

Applicant's capacity & capability to deliver - 10% weighting

Please detail your capability and capacity to feasibly deliver the proposed conference, including relevant experience, governance and risk management processes, planning and overall conference deliverability. Some examples you may consider are (but are not limited to):- Previous experience delivering similar conferences, events or activities- The experience of the organising committee- Existing partnerships with other researchers or organisations- Established project or event management personnel or arrangements - Access to suitable venues and conference support systems- Evidence that key planning activities have commenced.

Response to capacity & capability to deliver criterion *

Word count:
Must be no more than 350 words.

Assessment criteria (cont.)

* indicates a required field

Budget & necessity of funding (25% weighting)

This assessment criterion assess the extent to which NSW Government funding is needed to support delivery of the conference and represents value for money to the NSW Government as a whole – considering the proposed budget and financial contributions from other sources (including other NSW Government agencies).

Total Amount Requested *

$

What is the total financial support you are requesting under this grant, up to a maximum of $10,000 (exc. GST)?

Expenditure

Please include a high-level breakdown of the conference expenses. Estimates are acceptable if final costs are not yet confirmed.

Please also indicate (in the 'description') which expenditure items you anticipate that the RCSP funding may be spent on. Please note that OCSE approval will be required if there are changes in the planned expenditure of RCSP funds.*HINT: If values appear in error / 'in red' despite having been completed, click 'Save Progress'. This should remove the error message.*

Expenditure description	**Expenditure type**	**Planned expenditure amount (ex. GST)**	**Planned expenditure GST**	**Planned expenditure amount (inc. GST)**	**Notes**
		$	$	$	
		Must be a dollar amount.	This number/ amount is calculated.		

Income

Please outline all sources of income that will support the conference, including confirmed and anticipated funding.

Please also note that additional sources of income for the conference that are not listed here (such as those received at a later date) will need to be disclosed to OCSE.

Income brief description	**Income type**	**Planned income (total budgeted or planned) (exc. GST)**	**Income received to date (actual) (exc. GST)**	**Notes**
Please include the sponsor name/ s, where this has already been confirmed	Examples of income could include the OCSE Grant, registration fees, exhibition sales, sponsorship income, etc.	Planned income Must be a dollar amount.	Confirmed funding. This may match the expected income if it has already been received in full. Must be a dollar amount.	
OCSE grant funds [this should match what is requested at the top of the page]	Government Grants Other Government Grants Philanthropic Grants Donations Earned Income Other Income Registration fees Exhibition Income			

Budget totals

The values for expected income and planned expenditure in this section should match.

Total expected expenditure amount (exc. GST)

This number/amount is calculated.
Sum of the values in 'Planned expenditure'

Total expected income amount (exc. GST)

This number/amount is calculated.
Sum of the values in 'Planned income'

Necessity of funding

Please explain why NSW Government funding is required for this conference *

Word count:
Must be no more than 250 words.
For instance, why alternative funding sources are insufficient.

Please explain how the proposed use of NSW Government funding represents an efficient, economical and responsible use of public funds. *

Word count:
Must be no more than 250 words.
This question refers to the efficient and economical use of public funds, rather than the outcomes expected to be achieved. Examples may include obtaining multiple quotes to ensure competitive pricing, using existing or subsidised resources where appropriate, and/or ensuring proposed costs are reasonable for the scale of the conference.

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title | First Name | Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

OCSE Communications

Would you like to sign up to receive email updates from the OCSE, including information on new grant programs and newsletters promoting our programs? *

○ Yes
○ No

The OCSE regularly reviews its programs to ensure they achieve their intended outcomes and deliver benefits to the people of NSW. We will evaluate the Program to assess its implementation and determine the extent to which its objectives and outcomes have been achieved. Would you be willing to be

contacted by the NSW Government within three years regarding research related to the evaluation of the Program? *

○ Yes
○ No

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

GMS-SGO/2025 v2.0

New Question