



New Colombo Plan Mobility Program 2022 Round Guidelines

Applications open:	16 June 2021
Applications close:	11.30 pm AEST on 30 August 2021
Commonwealth policy and administering entity:	Department of Foreign Affairs and Trade
Enquiries:	If you have any questions, contact ncp.secretariat@dfat.gov.au . Questions should be sent no later than insert 16 August 2021
Date guidelines released:	16 June 2021
Type of grant opportunity:	Targeted or restricted competitive – grants opportunity only open to Australian Universities

Contents

1. New Colombo Plan Mobility Program: 2022 Round processes	4
1.1 Introduction	5
2. About the grant program	5
2.1 Strategic objective and outcomes of the NCP	5
2.2 About the NCP Mobility Program grant opportunity	6
2.3 NCP funding	6
2.4 Roles and responsibilities of the Australian Government	6
2.5 Roles and responsibilities of Australian universities	7
3. Grant amount and grant period	8
3.1 Grant period	8
3.2 Grants available	8
4. Eligibility criteria	8
4.1 Who is eligible to apply for a grant?	9
4.2 Mobility project eligibility requirements	9
4.3 Participating student requirements	9
4.4 Age requirements	10
5. What the grant money can be used for	9
5.1 Eligible grant activities	10
5.2 Student grants	10
5.3 Administration funding	11
5.4 Mobility private sector partnerships	11
5.5 Participating student requirements	11
5.5.1 Host locations	11
5.5.2 Primary locations	12
5.5.3 Secondary locations	12
5.6 Travel requirements	10
5.7 Travel risks	10
5.8 Host institutions	10
5.9 Safeguard principles	10
6. Assessment criteria	13
7. How to apply	13
7.1 Application process	14
7.2 Joint (consortia) applications	15
7.3 Timing of grant opportunity processes	16
7.4 Questions during the application process	16
8. The grant selection process	16
8.1 Assessment of grant applications	16

8.2	Who will approve grants?	17
9.	Notification of application outcomes.....	17
9.1	Feedback on your application	18
10.	Successful grant applications	18
10.1	Accepting an offer	18
10.2	The grant agreement	18
10.3	Variations to mobility projects	18
10.4	Specific legislation and policies	18
10.4	How DFAT pays the grant	19
10.4	Grants payments and GST	19
11.	Announcement of grants	19
12.	How we monitor your grant activity	20
12.1	Keeping us informed	20
12.2	Reporting	20
12.3	Sharing NCP stories	20
12.4	Evaluation	20
13.	Probity.....	21
13.1	Enquiries and feedback	21
13.2	Conflicts of interest	21
13.3	Privacy	22
13.4	Confidential Information	23
13.5	Freedom of information.....	23
14.	Glossary.....	24

1. New Colombo Plan Mobility Program 2022 Round processes

The New Colombo Plan (NCP) Mobility Program is designed to achieve Australian Government objectives

This Grant opportunity is part of the NCP Mobility Program, which contributes to the Department of Foreign Affairs and Trade (DFAT)'s Portfolio Budget Statement Outcome 1 (The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities). DFAT works with stakeholders to plan and design the Grant program according to the Commonwealth Grants Rules and Guidelines (CGRGs)



The Grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a Grant application

You complete the application form in ISEO addressing all eligibility and assessment criteria.



Application is assessed

We assess your application against the eligibility requirements. A panel of assessors considers your application against the assessment criteria including value with money and compares it to other applications.



Application assessments are reviewed and moderated

We review the assessments of all grant applications. The assessments of different panels of assessors will be moderated if necessary.



We make Grant recommendations

We provide advice to the decision maker (program delegate) on the merits of each application.



Grant decisions are made

The program delegate decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful Applicants until grant agreements have been executed with successful Applicants.



We enter into a grant agreement

We enter into a grant agreement with you if your application is successful.



Delivery of grant

You undertake the mobility project as set out in your grant agreement. Our Managed Administration and Support Services Contractor (the Contractor) manages the grant by working with you, making payments and monitoring your progress.



Evaluation of the NCP Mobility Program

We evaluate each mobility project and the NCP Mobility Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines relate to the 2022 Round of the NCP Mobility Program, including eligibility requirements and assessment criteria, processes for assessing applications and the granting of funding for Mobility Projects.

You must read these guidelines and the [Advice to Applicants](#) before applying. These guidelines take priority to the extent of any inconsistency with the Advice to Applicants.

This document sets out:

- the purpose of the Grant program/Grant opportunity
- the eligibility requirements and assessment criteria
- how Grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

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 study programs: scholarships (for up to 19 months) and mobility grants (for shorter periods of study). Both programs include study, internships, mentorships and language training. The NCP also includes the NCP Alumni program, which is open to all NCP scholarship and mobility students on completion of their award, and supports alumni to maintain a connection to each other, the NCP and the Indo-Pacific as they progress in their lives and careers.

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:

- increased number and diversity of Australian university undergraduates with Indo-Pacific capability
- deeper people-to-people and institutional relationships between Australia and the Indo-Pacific region, and

- students and alumni connected with leaders in government, business and civil society in the Indo-Pacific.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).¹

2.2 About the NCP Mobility Program grant opportunity

The NCP Mobility Program provides funding to Australian universities to deliver Mobility Projects that provide Australian university students with Indo-Pacific mobility experiences.

NCP funded Mobility Projects support Australian university undergraduates to participate in study, internships, mentorships, practicums and research in up to 40 Indo-Pacific locations.

Under the NCP Mobility Program, participating Australian universities may provide grants (between \$1,000 and \$7,000) to Australian undergraduates who meet the Participating student requirements outlined in Section 4.3.

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 offer additional internship opportunities or provide other support to NCP students.

Due to pandemic travel restrictions, as a temporary measure, Government has agreed to virtual delivery of elements of the NCP Mobility Program. DFAT will consider requests from Australian universities to vary projects for virtual delivery. The NCP Mobility Program will revert to normal delivery arrangements when travel restrictions are lifted and student safety and welfare needs can be appropriately met.

2.3 NCP funding

Approximately \$43.87 million is available in total NCP funding for the 2021-22 financial year. This funding covers all aspects of NCP administration, including the Scholarship Program and Mobility Program.

2.4 Roles and responsibilities of the Australian Government

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

DFAT has entered into a contract with a Managed Administration and Support Services Contractor (the Contractor). DFAT, with the assistance of the Contractor, manages application and selection processes of the NCP Mobility Program. Departmental officers and third-party providers involved in selection processes have the skills and experience to assess applications. All personnel are subject to the CGRGs and are required to declare any conflicts of interest.

The Contractor is the first point of contact on administrative matters, including eligibility for the NCP Mobility Program, applications and funding arrangements.

DFAT is not responsible for arranging study, internships, mentorships, language training, travel arrangements (including visas and accommodation) or any other aspects of Mobility Projects.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Universities, Host Institutions, Host Organisations, language training providers and students are responsible for planning, implementation and management of Mobility Projects.

2.5 Roles and responsibilities of Australian universities

Australian universities can apply for funding under the NCP Mobility Program to deliver a Mobility project. Australian universities will be responsible for the ongoing management of the Mobility project, including the welfare and safety of all participating students. Australian universities are responsible for:

- (a) ensuring the Mobility Project complies with the home university's quality assurance processes
- (b) being aware of relevant travel advice on the Australian Government's [Smartraveller](#) website and carefully considering the risk of travel to intended host locations and regions within host locations before deciding to apply. (As outlined in section 5.6, Mobility projects cannot proceed in host locations or regions within a host location for which the [Smartraveller](#) advice recommends 'Do not travel' or 'Reconsider your need to travel').
- (c) actively promoting the NCP and comply with NCP Media and Publication guidelines
- (d) ensuring students are eligible and the process used to select students is fair, independent and transparent and provide details of this process to DFAT on request
- (e) actively supporting participation of a diverse range of students (see Section 4.3)
- (f) informing students of other funding options available to help with the cost of undertaking Mobility projects e.g. OS-HELP²
- (g) ensuring staff and students participating in the Mobility project subscribe to relevant travel advisories on Smartraveller prior to their overseas travel. If Smartraveller activates a crisis page relating to a major overseas incident, students who are in those host location(s) must register their details on the page
- (h) ensuring staff and students participating in the Mobility project **do not travel to or remain in** locations where the Smartraveller advice recommends "Do not travel" or "Reconsider your need to travel"
- (i) ensuring appropriate risk management and safety precautions, including critical incident plans, are in place prior to the commencement of overseas travel and upload critical incident and risk management plans to ISEO. Critical incident plans must include procedures for managing and reporting critical incidents and emergency contact details
- (j) requiring students to obtain travel medical advice, including any necessary vaccinations, prior to the commencement of travel,
- (k) ensuring travel insurance has been provided, or support students to seek, and ensure they have obtained, their own insurance,
- (l) ensuring that adequate support is in place at the Host Institution and/or Host Organisation and Home University,
- (m) ensuring staff and participating students 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),

² 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>

- (n) taking into account the *University Foreign Interference Taskforce - Guidelines to Counter Foreign Interference in the Australian University Sector 2019*,
- (o) complying with all applicable requirements under the *Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)*,³
- (p) not providing support or resources to organisations or individuals associated with terrorism, including 'terrorist organisation' as defined in Division 102 of the *Criminal Code Act 1995 (Cth)*
- (q) arranging appropriate pre-departure briefing and induction for participating students, including cultural awareness training. Ensuring all students undertake the Risks and Responsibilities modules of DFAT's online NCP pre-departure training eLearning
- (r) ensuring students travel using only an Australian passport, obtain appropriate visas for Host locations and comply with the terms of those visas
- (s) ensuring students are advised that the Australian Government may collect, use, disclose and publish a student's Personal Information (see Sections 12.3 and 13.4)
- (t) ensuring all student details are entered into ISEO at least three weeks before a student departs Australia
- (u) providing all students with the NCP Mobility Program Information letter, *NCP Student Code of Conduct*, and *NCP Media and Publication Guidelines* prior to departure
- (v) ensuring students sign an acknowledgement that they have read *NCP Student Code of Conduct* prior to departure
- (w) issuing a NCP Completion Certificate from ISEO to students who have completed a Mobility Project, and
- (x) providing any supplementary information about the Mobility Project, if requested by DFAT or the Contractor, to assist with NCP Mobility Program promotion, monitoring and evaluation.

3. Grant amount and grant period

3.1 Grant period

The Mobility Project must be for a minimum of 14 continuous days (from the date of departure to the overseas project location to return from that location).

The Mobility Project must be completed during the Mobility Program Term, from 1 January 2022 to 30 September 2023.

3.2 Grants available

The grant will provide funds for student grants, to support students to participate in the Mobility Project, and administration funding (see Section 5.3).

4. Eligibility requirements

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

³ Information about the Foreign Arrangements Scheme is available from <https://www.foreignarrangements.gov.au/>

4.1 Who is eligible to apply for a grant?

Only Australian universities are eligible to apply for grant funding through the NCP Mobility Program.

Australian universities may submit consortium applications, in accordance with Section 7.2.

You must not apply for funding for the same mobility project through both an individual and a consortium application.

4.2 Mobility project eligibility requirements

Australian universities can apply for funding for Mobility projects that meet the following criteria:

- 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) take place between 1 January 2022 – 30 September 2023
- c) provide credit/count towards the course requirements for the relevant student's Bachelor degree, Bachelor honours degree or concurrent diploma at their Australian university
- d) be undertaken in an eligible host location (see Section 5.5.1)
- e) must not be undertaken at an offshore campus of an Australian university or a university established or headquartered outside the host location, unless approved by DFAT under section 5.8
- f) must not breach DFAT's safeguard principles, as set out in section 5.9

4.3 Participating student requirements

You 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 and undertaking a bachelor degree or bachelor honours degree at an Australian university for the duration of the mobility project
- d) will receive credit/count towards the course requirements for the student's bachelor degree, bachelor honours degree or concurrent diploma at their Australian university
- e) meets the age requirements set out in Section 4.4
- 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 more than one student grant for the same mobility project. or
 - (ii) receive more than two student grants during the course of their Bachelor Degree or Bachelor Honours Degree
- h) agrees 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 has completed the Risks and Responsibilities modules of DFAT's online NCP pre-departure training eLearning,
- i) has signed an acknowledgement that they have read NCP Student Code of Conduct prior to their departure, and
- j) takes into account the *University Foreign Interference Taskforce - guidelines to Counter Foreign Interference in the Australian University Sector 2019*.

We strongly encourage you to provide services to enable and 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 will help contribute to overall value with money (see Glossary) as per NCP program objective and outcomes.

4.4 Age requirements

You must ensure at least 70 per cent of students participating in a mobility project and receiving a student grant are aged between 18 to 28 years 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.

If you cannot fill places on a mobility project due to these age requirements, you may apply to DFAT for an exemption to these age requirements prior to the mobility project commencing. We will consider:

- the demonstrated inability to include students within the relevant age requirements
- the steps you have taken to attempt to meet this requirement, and
- whether the home university has a high proportion of mature age students.

5. What the grant money can be used for

5.1 Eligible grant activities

The grant must only be used to fund student grants and administration costs for an approved mobility project as outlined in this Section 5.

Grant applicants intending to carry out activities focussed on scientific exchange or research should become familiar with [Australia's export control regimes](#) as appropriate.

Similarly, the *University Foreign Interference Taskforce - Guidelines to Counter Foreign Interference in the Australian University Sector 2019* is a useful resource.

5.2 Student grants

Students participating in a mobility project will each receive a student grant between \$1,000 and \$7,000 as determined by you.

The NCP Program's intended outcomes include increasing the number of Australian university undergraduates with Indo-Pacific capability. To support this outcome, the amount of each student grant should maximise student participation in the mobility project. As a guide we suggest:

- a student grant of \$1,000 for participation in a Mobility project of 2-3 weeks duration
- a student grant of \$2,500 for participation in a Mobility project of 4-5 weeks duration
- a student grant of \$4,000 for participation in a Mobility project of at least 6 weeks duration
- a student grant of \$7,000 for participation in a Mobility project of at least a semester duration

The actual amount of a student grant may vary depending on the relative costs of the host location, the nature of the mobility project and other considerations.

Students participating in a mobility project as a group for the same duration, at the same location, undertaking the same activities must each receive a student grant of an equal amount.

If a mobility project includes different options for an overseas experience, such as a 2-week option and a 6-week option, you may provide a student grant at different amounts. All students selecting the same option should then receive the same amount.

You may use funding for student grants to make group arrangements or pay third parties (and not pay all that funding directly to students), where there is a benefit for the students (for example, flight discounts available through group bookings) and students have provided written consent to the relevant funding not being paid directly to them. You must retain evidence of student consent.

All students must receive at least part of their student grant (to assist with their living costs during their Mobility Project) prior to their departure from Australia.

You must not use funding provided for Student Grants for your administrative costs.

5.3 Administration funding

All successful grant recipients will receive administration funding of ten per cent of total student grants for a Mobility 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 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.

5.4 Mobility private sector partnerships

We encourage you to develop a mobility private sector partnership with private sector organisations in Australia and the region to create or expand opportunities for NCP Mobility Program students to build linkages and develop relationships that support the aims of the NCP. For example:

- 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.

Mobility private sector partnerships should demonstrate genuine institutional linkages that contribute to building relationships in the Indo-Pacific. They do not include contributions provided by Australian universities, host institutions, or service providers (paid a fee for supporting elements of a Mobility Project).

5.5 Eligible locations

5.5.1 Host locations

Mobility Projects must be conducted only in the following 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 we prefer 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 research project in a primary location, including fieldwork in a secondary location, or
- (b) a study program in a primary location with an internship in a secondary location.

Any proposal for activities in a secondary location must be included in the application.

5.6 Travel requirements

You (and participating 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 and places students will visit, their activities and pre-existing medical conditions)
- (b) ensuring visa requirements are met
- (c) reading and subscribing to the relevant advice on [Smartraveller](#) and
- (d) obtaining travel medical advice, including any necessary vaccinations, prior to the commencement of travel.

Mobility projects must not involve travel to or remain in a Host Location or region within a host location for which the Smartraveller advice is 'Do not travel' or 'Reconsider your need to travel'.

5.7 Travel risks

You must carefully consider the risks of travel to all proposed Host Locations and regions in designing your mobility project and before deciding to apply for grant funding for the mobility project. You must ensure strategies and services are in place to support student welfare and safety (see Section 2.4). You 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.

Home universities are responsible for student welfare and safety. 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. You 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 2.4).

5.8 Host institutions

Mobility projects must not be undertaken at an offshore campus of an Australian university or a university established or headquartered outside the host location. DFAT may waive this requirement in exceptional circumstances where there is a demonstrated benefit to the overall NCP mobility program.

5.9 Safeguard Principles

Mobility projects must comply with DFAT's Safeguard Principles as outlined in DFAT's *Environmental and Social Safeguard Policy 2019*. While this policy applies to the Australian aid program, the Safeguard's Principles will also be applied to NCP mobility projects.

Mobility projects must not cause harm including injury or injustice to any person that a Mobility project is intended to engage with or assist, or to their wider communities or environment.

6. Assessment criteria

You must address all assessment criteria in the application. Each criterion has equal weighting (25%).

Criterion 1: High quality education experience

Describe the educational value of the mobility project, including learning outcomes relevant to the courses participating students are undertaking at their home university. What competencies will students develop through this mobility experience?

(maximum 300 words)

You should outline how the academic quality standards of the home university will be applied to the Mobility project, and how participation in the course will contribute to core learning outcomes of participating students.

Criterion 2: Deepening people-to-people and institutional linkages with the Indo-Pacific

Describe how the proposed Mobility project will:

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

(maximum 300 words)

You should provide practical examples of how the proposed mobility project promotes the NCP strategic objective and outcomes through the engagement of students, universities, the 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 (both Mobility private sector partnerships as per section 5.4, and other partnerships) will continue and be sustained in the future, including detailing any current or planned partnership agreements (such as MoUs). Responses should outline any steps to ensure that the mobility project will continue to operate in the future (after any NCP funding ceases).

Priority will be given to applications that demonstrate practical measures to develop deep and lasting relationships between Australian universities and partner institutions in the Indo-Pacific.

Criterion 3: Broadening participation and promoting the New Colombo Plan

Describe how the Mobility project will support participation by a diverse range of Australian students and promote the NCP in Australia and overseas

(maximum 300 words)

Responses should describe steps to encourage and support the participation of a diverse range of students in the mobility project.

You should 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.

Criterion 4: Sound management of Mobility Projects

Describe how your institution has successfully implemented a similar project, managing risks during disruptive events and achieving lasting linkages with the Indo-Pacific.

(maximum 300 words)

Provide practical examples of how the Home university successfully managed a similar mobility project which contributed to the objectives of the NCP. Include details of how the project managed student welfare, its approach to risk management and safety precaution, and its approach to monitoring and compliance with safeguards principles (including child protection, the prevention of sexual exploitation, abuse and harassment, and environment and social safeguards). Reference to safeguard's principles include a reference to the Home University's own policies and if the project was funded by DFAT, to DFAT's relevant policies that applied to the project.

7. How to apply

Before applying, you must read these guidelines and the sample grant agreement which are available at [GrantConnect](#). Any alterations or addenda⁴ will be published on GrantConnect. If you register on GrantConnect, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

7.1 Application process

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

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

- (a) host location and primary city, field of study, 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 2022 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), mobility project type, qualification level, indicative travel dates, project partner(s) and mobility private sector partnership details
- (c) confirmation that the mobility project meets the eligibility criteria
- (d) a contact point for the mobility project (namely, the academic or mobility officer leading the mobility project)
- (e) a response to the assessment criteria
- (f) total funding sought for student grants
- (g) the number of students to participate in 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
 - (iii) all funded Mobility projects will be implemented and funding will be expended and reported in accordance with these guidelines and the grant agreement
 - (iv) financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities
 - (v) you have appropriate strategies and services in place to support student welfare and safety (see Section 2.4)
 - (vi) you 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 given written consent for the collection, use and disclosure of those details for this purpose, and
 - (viii) you acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

You are responsible for ensuring the application is complete and accurate. You should be aware that giving false or misleading information to the Commonwealth is a serious offence under the *Criminal Code 1995* (Cth). An application may be excluded from consideration, offers revoked or a Mobility project terminated if DFAT reasonably believes 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 Grant Agreement.

If you find an error in the application after submitting it, 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 that information is missing, it may ask for clarification or additional information from you that will not change the nature of the application. However, DFAT can refuse to accept additional information from you that would change their application after the closing time.

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

7.2 Joint (consortium) applications

Universities may submit consortium applications. 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 grant agreement 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 grant agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

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

Expected timing for this grant opportunity

Opening date:	16 June 2021
Application closing date:	30 August 2021
Assessment of applications:	September-October 2021
Funding offers made to successful Applicants:	November 2021
Mobility Program Term	1 January 2022 to 30 September 2023
Completion date for mobility projects:	30 September 2023

7.4 Questions during the application process

You may 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)** 16 August 2021

8. The grant selection process

8.1 Assessment of grant applications

DFAT will only accept applications from Australian universities submitted by the closing time. DFAT will not accept late applications. DFAT (and/or the Contractor) will review each application for compliance with eligibility requirements (Section 4).

If eligible, your application will be reviewed by a panel of two independent assessors. All assessors will be required to perform their duties in accordance with the CGRGs.

The panel will consider your application based on:

- how well it meets the assessment criteria (Section 6),
- how it compares to other applications, and
- whether it provides value with relevant money.⁵

The NCP Secretariat will moderate recommendations from assessors, taking into consideration:

- The range and diversity amongst host locations, fields of study, home universities and mobility partners
- The number of students expected to participate and the duration of the Mobility project
- Australian foreign policy considerations
- Your track record in meeting all reporting and other requirements under previous NCP Mobility Program funded projects.

The NCP Secretariat will present these recommendations to the program delegate (Section 8.2).

The selection process will also be used to determine a merit list of unfunded projects, which may be drawn upon if additional funds become available.

DFAT reserves the right to offer partial funding of the grant application.

8.2 Who will approve grants?

The program delegate (DFAT's First Assistant Secretary responsible for the NCP), or their delegate, will decide on the award of grants for Mobility projects, taking into account recommendations of the assessors and the NCP Secretariat, Australian foreign policy considerations and the availability of funds for the purposes of the grant program.

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

- (a) the approval of the grant
- (b) the grant funding amount to be awarded, and
- (c) the terms and conditions of the grant

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 (and /or the Contractor) will advise the ILO for each Applicant of the outcomes of their application(s) via email, including any conditions attached to the mobility project(s).

Once an offer has been made, it is final. DFAT will not enter into negotiations about the nature of a funding offer.

⁵ See glossary for an explanation of 'value with money'.

9.1 Feedback on your application

Individual feedback will not be provided to unsuccessful Applicants. After the conclusion of the round, the Advice to Applicants will be updated to reflect lessons learned from the round, including advice on what makes a strong application and the main reasons applications were unsuccessful.

If you are unsuccessful you may submit a new application for the same grant (or a similar grant) in any future grant opportunity under the NCP. A new application for the same grant will be assessed based on the guidelines in place at the time.

10. Successful grant applications

10.1 Accepting an offer

Your ILO must indicate whether you accept or decline the offer for funding through ISEO by the date specified in the offer. Following acceptance of the funding offer, and prior to commencing the mobility project, DFAT will enter into a grant agreement with you, in accordance with Section 10.2.

10.2 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth of Australia, represented by DFAT. The grant agreement will cover all grants for mobility projects awarded to you.

The grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on GrantConnect.

The grant agreement will require you to comply with these guidelines. The version of the guidelines in place when you submitted the application will apply to the Mobility project. In the event of any inconsistency between the grant agreement and these guidelines the grant agreement will prevail to the extent of the inconsistency.

We are not responsible for any expenditure you make before a grant agreement is executed. If you choose to start your mobility project before you have an executed grant agreement, you do so at your own risk.

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

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. When considering a variation to the Mobility project you should first consider information provided in the *NCP Mobility Program Variations Guide* available on ISEO.

DFAT and/or the Contractor 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 original Mobility project as set out in the application, and

- 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.

You will be liable for any financial commitments you make in relation to proposed changes to the mobility project prior to receipt of formal advice granting the Mobility project variation.

When you cannot proceed with a Mobility project in accordance with the application, and no variation is agreed, the Australian Government through the Contractor may withdraw a funding offer or request that funding be returned, in accordance with the grant agreement.

10.4 Specific legislation and policies

You and participating NCP 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.

DFAT does not tolerate exploitation, abuse or harassment. This applies within DFAT and extends to those we work with. Universities and NCP participants must adhere to DFAT's [Child Protection Policy](#) and [Preventing Sexual Exploitation, Abuse and Harassment \(PSEAH\) Policy](#), which set out expectations in relation to appropriate behaviours and reporting requirements. DFAT takes all allegations and reported incidents of exploitation, abuse and harassment seriously. NCP students also have an obligation to comply with their university's policies on child protection and PSEAH.

You 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

The Contractor (representing DFAT) will pay the grant in advance in accordance with the grant agreement.

10.6 Grants payments and GST

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁶ We do not provide advice on your particular taxation circumstances.

Before any payments can be made you must submit to DFAT a valid tax invoice for the amount of the grant funding. The Contractor may elect to issue a [Recipient Created Tax Invoice](#).

11. Announcement of grants

DFAT may publicly announce the approved mobility projects including, but not limited to:

- the title of the Mobility Projects, their Australian University and Host Institution(s)
- the description of study areas and internships/mentorships (and their timing) supported through the Mobility Projects, and
- the amount of funding awarded.

⁶ <https://www.ato.gov.au/>

12. How we monitor your grant activity

12.1 Keeping us informed

You should inform the Contractor if anything is likely to affect your Mobility Project.

12.2 Reporting

You must submit reports in line with the grant agreement.

A completion report (following the template in ISEO) for each mobility project, submitted by the Completion Date is required including:

- (a) a statement declaring that all funding has been spent in accordance with the grant agreement and, if applicable, any unspent amounts that will be returned to DFAT.
- (b) the number of students who participated in the mobility project and the amount of funding paid to each student as a Student Grant
- (c) the final amount of administration funding used
- (d) key achievements against the NCP strategic objective and outcomes, including linkages established
- (e) student diversity groups, and
- (f) a list of publicity materials used to promote the mobility project and the NCP and any media coverage.

You may also provide:

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

12.3 Sharing NCP stories

You 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. You are encouraged to send such materials to the NCP Secretariat (ncp.communications@dfat.gov.au) at any time.

Before providing images or Personal Information to the Australian Government, You must advise students that the Australian Government may collect, use, disclose and publish a student's Personal Information including in accordance with Sections 13.4.

12.4 Evaluation

We will evaluate the NCP Mobility Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. Information may also be used by DFAT to create testimonials for NCP promotion.

Program stakeholders including project partners and students may be asked to participate in the evaluation of the NCP Mobility Program.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

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

DFAT may change these guidelines from time-to-time. When this happens, the revised guidelines will be published on GrantConnect. DFAT may, from time to time, advise host universities of supplementary requirements relating to the implementation of approved NCP projects.

13.1 Enquiries and feedback

You may send any questions or complaints about grant decisions for this grant opportunity to ncp.secretariat@dfat.gov.au.

If you do not agree with the way the DFAT has handled your complaint, you may refer the matter to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

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

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the DFAT in writing immediately.

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

13.3 Privacy

DFAT and its contractors are bound by the provisions of the [Privacy Act 1988](#) (Privacy Act), including the Australian Privacy Principles (APPs) which prescribe rules for handling 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, New Colombo Plan Mobility Program – 2021 Round Guidelines Page 31 of 38
- (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 13.3.

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

DFAT's [Privacy Policy](#) contains information about DFAT's collection, use, disclosure and storage of personal information, including sensitive information, and how individuals may access and correct personal information that we hold.

13.4 Confidential information

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

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

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

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

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

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

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

13.5 Freedom of information

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

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

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

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

By email: foi@dfat.gov.au

14. Glossary

Term	Definition
Aboriginal and/or Torres Strait Islander	a person of Aboriginal and/or Torres Strait Islander heritage 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
Accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
Administering entity	the entity that is responsible for the administration of part or all of the grant administration processes
Assessment criteria	the specified principles or standards, against which applications will be judged, as set out in section 6.
Australian Qualifications Framework	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 date/time	the date and time beyond which applications will not be accepted, as specified in the Section 7.3
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act

Term	Definition
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.
Concurrent diploma	undergraduate studies at a diploma level as defined in the Australian Qualifications Framework, undertaken concurrently with a Bachelor degree or Bachelor honours degree
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	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 has appointed a lead Applicant to submit an application
Contractor (the Contractor)	DFAT's Managed Administration and Support Services Contractor for the New Colombo Plan
Decision maker	the person who makes a decision to award a grant
Disability	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 mandatory requirements which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility requirements.
Foreign Arrangements Scheme	the Foreign Arrangements Scheme is administered by DFAT to implement <i>Australia's Foreign Relations (State and Territory Arrangements) Act 2020</i>
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 money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	the mobility project that the grantee is required to undertake
Grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
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 opportunity	the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
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 single DFAT Portfolio Budget Statement Program.
Grantee	the individual/organisation which has been selected to receive a grant
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 students are enrolled for study in the host location as part of a NCP Mobility project
Host location	the geographic location in the Indo-Pacific, as listed in Section 5.5.1, in which students undertake Mobility projects

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
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 work experience in which a student has learning goals relevant to their academic course and professional development. Internships can include clinical placements, practicums or artist residencies
ISEO or International student Exchange Online	DFAT's online system for managing applications
Law	<p>means any applicable statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in:</p> <ul style="list-style-type: none"> (a) Australia, whether made by a State, Territory, the Commonwealth, or a local government; and (b) the country in which the Mobility Project is being undertaken.
Lead applicant	the Australian University responsible for submitting an application on behalf of a Consortium and for meeting the requirements on You and You 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 Index of Education and Occupation measured at Statistical Area 1 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 Private Sector Partnership	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 Program Term	1 January 2022 to 30 September 2023
Mobility Project	a project that meet the relevant eligibility requirements in accordance with Section 4.2 for which you seek funding in accordance with these guidelines.
New Colombo Plan (NCP)	the NCP Scholarship Program, NCP Mobility Program and NCP Alumni Program.
New Colombo Plan website	www.dfat.gov.au/people-to-people/new-colombo-plan/Pages/new-colombo-plan.aspx

Term	Definition
Offshore campus	of an Australian University refers to an Australian university that has a branch campus in a location other than Australia.
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Personal Information	the same meaning as in the <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	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
Regional/remote	a region designated as Regional or Remote by the Australian Bureau of Statistics 2011 Australian Statistical Geography Standard
Secondary location	the meaning in Section 5.5.3.
Semester	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.
Student	a student enrolled in an undergraduate course at a Bachelor or Bachelor Honours level at an Australian university throughout the duration of the Mobility project
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

Term	Definition
Student grant	the meaning in Section 5.2
Value with money	<p>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"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.
We / our / us	The Department of Foreign Affairs and Trade
You /your	an Australian university applying for NCP Mobility Program funding and, in the case of a consortium, the lead Applicant