An Applicant's Guide - How to lodge an iPhD EOI

The CSIRO Industry (iPhD) program uses an online submission portal called Good Grants, to accept iPhD Expression of Interest applications. The portal is accessed via the iPhD website or through this direct link.

The online submission process

1. Understand the iPhD Program

- Review the Program Rules to ensure all partners meet the eligibility criteria and program requirements.
- As part of the online submission, email evidence of support must be uploaded from the approving delegate of each partner (university, industry partner and CSIRO). Visit our website to access approval templates.
- Refer to a read-only copy of the EOI form on our website.

2. Register an account

- The leading partner (university, industry or CSIRO) will need to register an account.
- The leading partner cannot be changed on the EOI form so please ensure the most appropriate partner is allocated to this role. The leading partner will receive most correspondence via the online platform.
- The leading partner must then invite the other partners to register so they can access the EOI form, which can be done as soon as the application is started. This is an important step as the invitation generates a project-specific link to access the form. If all partners register separately and start their own EOI forms, there will be duplicate projects in the system which may delay or disqualify the application.

Step 1: The leading partner must create an account

- Enter your preferred email address to receive all correspondence relating to your project.
- Confirm your identity with a six-digit security verification code sent via email.
- Provide your first name, last name and a 12-character password. Passwords must include a number, an upper-case and a lower-case letter and a special character.
- Specify your role in the supervisory team, as either a university, industry or CSIRO supervisor.
- Your email, first and last name provided at registration will transfer to your EOI.

Step 2: The leading partner must start the application

- To create an application, click the **start EOI** button

- The EOI form is divided into sections, with some sections specific to each partner and to the project itself. We estimate submissions may take up to 60 minutes provided that all information and attachments are approved and ready to upload.
- The first tab in the EOI form labelled **start here** will be visible and these main project details must be completed before you are able to add other partners.
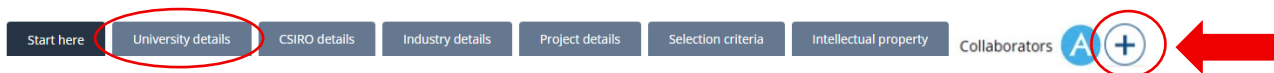

- Once this section is completed, click **save + next** and you will be directed to the next tab, labelled "university details". At this point, you will be able to invite the other partners to the online form.

Step 3: The leading partner must invite the other parties to register an account

- To add partners, click on the **plus button** on the right-hand side of the screen.

- A window labelled **invite collaborators** will appear. Add the other partner's email addresses. Ensure the email addresses inserted are the preferred email addresses to receive correspondence about your project.
- Set the access rights of the added partners by changing the privilege field. Change the default setting from **view** to **view, edit + submit** so all partners can edit and submit the EOI.
- Include an optional message if desired.

- The other partners will receive an email to register on the platform and will be directed to the platform's homepage. Please note, if the added partner uses a different email to register (not identical to the email provided in the invite collaborators window), the partner will not have access to the EOI form.
- Once the other partners have registered, their icons will appear next to the **plus button**.

3
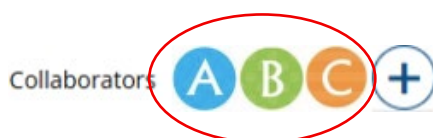
3. Complete your EOI collaboratively with all partners

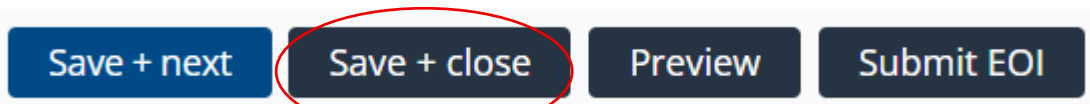- All collaborators will be able to edit the form simultaneously. However, only one partner can edit a field at a given time.
- Complete all mandatory sections and fields. Some sections have word limits and hint text.
- Save your work and return to your EOI later by clicking the **save + close** button at the bottom of each tab.

4. Review your EOI

- All partners must review and approve all sections of the form and ensure that all fields are completed.
- If desired, **preview** the application to double check the entire EOI reflects the intended project.

5. Submit your EOI

- As privileges have been set to **view + edit + submit** for all partners, any partner is able to submit the EOI.
- The **submit EOI** button is available from any tab on the EOI form.
- Once submitted, the leading partner will receive an automated email acknowledging the submission.

6. Post submission

- After the closing date, a three-week review process will be conducted by the iPhD team.
- If any further information is required, partners will be notified via email.
- The iPhD team will make changes to the original EOI submission with these clarifications, if required.
- All partners will be notified of the final EOI outcome via email.

FAQs

1. Why does the leading partner have to register first before adding the other partners to the form?

The leading partner must register first and then add the other partners as shown in the steps above. The invite sent to the other partners generates a project-specific link to access the form. If all partners register separately and start their own EOI forms, there will be duplicate projects in the system which may delay or disqualify the application.

2. How can I change my login information and user settings?

You can update your login information at any time by clicking on your name in the top right corner and selecting **Profile**. You can change your email address, set a new 12-character password, change your profile highlight colour, add a profile image, select your role (university, industry or CSIRO supervisor), enable multi-factor authentication or customise other settings, if desired.

3. How do I edit an EOI in progress or a submitted EOI?

In progress or submitted EOIs can be edited before the closing date of the EOI round. You can update your EOI by either clicking on the EOI's name or by choosing **Edit** in the overflow menu (three dots).
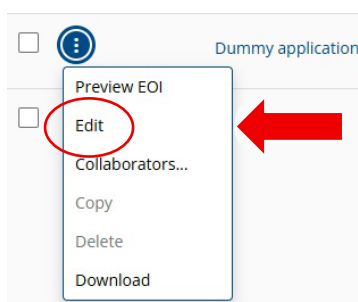
4. I'm not receiving emails from this program via the platform. What can I do?

- Emails will be sent by sender@app.goodgrants.com with iPhD Program included in the email title.
- Look for the email in your junk or spam folders as some notifications from the platform can occasionally be routed to these folders.
- Mark the domain from which emails are sent from app.goodgrants.com as allowed or safe listed in your junk/spam folder.
- Check your profile settings and ensure that you've not opted out of broadcasts and notifications. To do so, click on your name in the top right corner of the page and then open the **Preferences** tab.