



Using the Accelerating Commercialisation online application form – tips for Applicants (March 2018)

General Advice

How do I access the form? You will be e-mailed a link to the Accelerating Commercialisation online form by a Customer Service Manager (CSM). Note: this can only be provided after you have submitted an Expression of Interest form and your Commercialisation Adviser finds that it is suitable to send you the form.

Save regularly and note tracking code. The application form can only be completed and submitted online. Please **save** the form regularly and take note of the form **tracking code**. The tracking code is case sensitive and is required for accessing your form or if you contact us for assistance completing the form. You can contact us either on 13 28 46 for general advice or contact your CSM (whose details are included in your e-mailed link to the online form) if you need a new online form link sent to you. You can also print the online form at any stage and we recommend you do so. You can see the 'Print' button at the top of right hand side of the application form (see below).

Where do I find the tracking code? The tracking code is located at the top right hand side on the first page of the application form (see below). Your tracking code can also be found in your emailed link to the online form:

Australian Government
Department of Industry,
Innovation and Science

Business

business.gov.au
13 28 46
Delivered by AusIndustry™

Tracking Code: [REDACTED]

Instructions | Eligibility | Contact details | Applicant information | Project details and funding | Merit criteria | Supporting documents | Applicant declaration

Save For Later | Print

Please note that the form will expire after **60 days** if it has not been accessed and saved during that time. If it has been less than 60 days and you are unable to find your tracking code, please contact your CSM who will be able to assist you.

Once the form expires, all information entered into the form will be lost. You can contact your CSM to be sent a new application form link (which will be blank). Printing your application regularly is another way to keep a record of your application versions.

Completing the Form and Submitting for Review

Complete the form and send to a CSM, whether for review or as a final. It is recommended that you seek a review before submitting a final application. You are entitled to receive one round of feedback on your application, by a CSM and a Commercialisation Adviser, prior to submitting it formally.



Feedback will only be provided where the application is complete and all mandatory attachments are included. Additional documents may be requested during the draft review stage.

You will be presented with the following options at the end of the application form, please select 'Submit for review' to receive feedback before submitting a final application:

Go Back	Submit for review
	Submit final

After you have submitted a form for review, both a CSM and Commercialisation Adviser will review your application and provide comments and feedback as necessary. This process may take a number of weeks to complete.

Submitting a final Application and what happens next

Once your application has been reviewed, you will be sent a link to your application form and you will be able to view the comments and feedback provided. At this stage you should update or make changes to your application and/or attachments. Once you have made all necessary changes, submit the application by selecting the 'Submit Final' button on the last page of the form.

The CSM will receive your final application and complete a last review. They will either accept your application as Final or may contact you if they have any additional questions at this stage. This may take a few days depending on whether there are any outstanding items.

When accepted by the CSM, you will receive an email receipt as confirmation. The email will also contain a pdf of your application, for your records. Your application will be considered in the near future by the *Entrepreneurs' Programme Committee*, followed by a final decision made by the Programme Delegate.

Other Tips:

- Financial information – if not relevant, click on "N/A" boxes.
- Project start date – the online form will not accept dates earlier than the date the form was started. However, the project start date cannot be earlier than the date the application will be accepted. You should work with your Commercialisation Adviser to ensure the project start date is not too early.
- Grant Amount sought – ineligible expenditure can be "0" if you have no costs outside of eligible expenditure for the project.
- Please find further information about Accelerating Commercialisation at <https://www.business.gov.au/assistance/accelerating-commercialisation/#key-documents>