

HILT CRC INDUSTRY SHORT COURSE DEVELOPMENT GRANT: APPLICATION GUIDELINES

The deadline for this round is COB Monday 28 April 2025. The proposed short course development and delivery activities must commence by 1 July 2025 and be completed by 30 June 2026.

Background

The Heavy Industry Low-carbon Transition Cooperative Research Centre (HILT CRC) was established in November 2021 to support the decarbonisation of Australian heavy industry in the iron/steel, alumina and cement/lime sectors. Since commencing operations, HILT has co-developed a groundbreaking research program in collaboration with over 60 partners from industry (including heavy industry, end users, technology providers and consultants), government, academia and non-governmental organisations. HILT's ongoing mission is to pave the way for a prosperous, net-zero Australian heavy industry sector by delivering rigorous, industry-led research to develop and de-risk new technologies and address non-technological barriers to heavy industry decarbonisation.

HILT CRC delivers education and training to develop the skilled workforce of the future. One of the ways we do this is by awarding short course development grants to facilitate the development and delivery of industry-focused short courses and micro-credentials in areas of priority for our industry partners.

Conditions of Award

- All HILT CRC Partners are eligible to apply for the Industry Short Course Development Grant.
- The short course is required to:
 - Align with HILT CRC [research strategy](#)
 - Align course content with specific heavy industry skill gaps and emerging workforce needs
 - Receive a statement of support from at least one industry Core Partner of HILT CRC ([view our partners](#)).
- The proposal must include the delivery of the course, not just its development. Delivery methods may be flexible to maximise participation – for example:
 - In person via workshops, seminars, on-site training etc
 - Online via live virtual classes, self-paced courses, microlearning modules etc
 - Hybrid, combination of the above or other novel delivery methods.
- Course delivery costs which relate to room hire, catering, AV hire etc will be coordinated and funded by HILT CRC head office and should not be included in this Grant application.
- Collaboration between research and industry partners for the development of short course materials is highly encouraged.
- Short course materials should incorporate latest findings from HILT CRC research programs where possible.
- Grants are capped at \$30,000 with a maximum duration of 12 months. It is expected that the applicant and/or other partners will also provide in-kind support. Budgets proposed must be proportionate to the work required (e.g. modification of an existing course should have a lower budget than development of a new course).
- Eligible expenditure items include salary of personnel (at 1.3 x salary) and/or expert consultants, minor supplies/consumables, videography/communications costs and domestic travel. Other forms of expenditure may be considered if applicants can clearly justify them. Applications should include in-kind support from the applicant and from other participating organisations.
- Industry Short Courses must be for the benefit HILT CRC Industry Partners. Courses can also be open to other HILT CRC partners and non-partners. Attendees from HILT CRC Partners must be given preferential treatment where a fee is proposed to attend a short course and/or where registration spaces are limited.
- The copyright and ownership of the developed short course materials will remain with the applicant/s.

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Reporting requirements

Quarterly Reports

The Applicant will provide HILT CRC with a quarterly report due at the end of the 3rd month following commencement and subsequent 3 monthly periods specifying the progress of the Short Course development.

Final Report and Deliverables

The Applicant will deliver to HILT CRC by the End Date:

1. A final report of the project outcomes including course enrolment and attendee satisfaction statistics, and any plans for the ongoing delivery of short courses/materials.
2. A copy of the short course materials for HILT CRC's records.

Funding

The project funding will be provided in equal instalments upon the submission of the reports according to the HILT CRC template and requirements:

- First payment on commencement of Grant
- Second, third & fourth (if applicable) payments on submission of Quarterly Reports
- Final payment on submission of Final Report.

Selection criteria

1. Compliance with Conditions of Award as detailed on previous page
2. Experience and track record of key personnel involved in developing and delivering the course
3. Additional considerations:
 - Long-term sustainability of the proposed short course/course materials
 - Value for money and the amount of in-kind from the applicant/partners.

Procedure for submitting an application

1. Applicant/s submit an application via the HILT CRC website by the deadline:
hiltcrc.com.au/short-course-development-grant-application
2. The application will be assessed by HILT CRC and, if successful, a letter of award will be issued
3. A HILT CRC Short Course Development Grant agreement will be signed between parties
4. Payments will be provided upon submission of quarterly reports and receiving an invoice from the recipient.

Further information and enquiries

Contact Taryn Guyers, HILT CRC Research Portfolio Manager, at taryn.guyers@hiltcrc.com.au.