

2026 Research to Improve VET Completions Grant Program Form Preview

Introduction

Dear applicant,

Welcome to the Skills Canberra online grant application service.

Before commencing an application, please ensure you have read the [2026 Research to Improve VET Completions Grant Program Guidelines](#) (the Guidelines), which outline the Program objectives, eligibility requirements, assessment criteria and funding conditions.

Fields marked with * are required fields.

If you have any questions about your applications or the Research to Improve VET Completions Grant Program (the Program), please contact the Skills Canberra's Grants and Projects team at skills.projects@act.gov.au or (02) 6205 4006.

If you experience technical difficulties with the online application form, please contact the Business Services team economicdevelopmentgrants@act.gov.au.

Applicant Details

* indicates a required field

Provide applicant details. The applicant must be the Principal Investigator (lead researcher responsible for the intellectual direction and delivery of the research).

Applicant Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation Name *

Faculty / School / Centre name *

Position title *

(e.g., Associate Professor, Senior Research Fellow)

Phone Number *

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Must be an Australian phone number.
(e.g., 02 6207 0000 or 0410 000 000)

Email address *

Must be an email address.
Must be a valid institutional email address. Do NOT provide a personal email address.

Applicant organisation details

* indicates a required field

Provide details of the administering organisation and primary contacts for this application.

Head of organisation *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number for head of organisation *

Must be an Australian phone number.
eg. 02 6207 0000 or 0410 000 000

Email address for head of organisation *

Must be an email address.

Project contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number for project contact *

Must be an Australian phone number.

Email address for project contact *

Must be an email address.

Provide your organisation's Australian Business Number (ABN) *

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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.

Organisation's physical address *

Address

eg: 1 Constitution Ave, City, ACT, 2601, Australia. If you need to use a PO BOX as an address, please select "Can't find address" in the drop down menu.

Organisation's postal address (if different to physical address)

Address

e.g: 1 Constitution Ave, City, ACT, 2601, Australia.

Organisation's primary website *

Must be a URL.

Eligibility

* indicates a required field

Please confirm that the applicant and administering organisation meet the eligibility requirements. Refer to [Section 6 of the Guidelines](#).

Applicants Eligible Organisation Type *

- University
- Research Institute
- Other:

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Is the applicant the lead researcher and a permanent staff member of the administering organisation? *

- Yes
 No

The applicant must be the leader researcher and a permanent staff member of the administering organisation.

Data governance and compliance capacity

Does the applicant organisation have the capability and capacity to comply with data governance, privacy, security, reporting and acquittal requirements, including obligations relating to administrative or confidential data access under the [Five Safes Framework](#) and the [ACT Data Sharing Policy](#)?

*

- Yes
 No

Does your organisation have current public liability insurance cover to a minimum level of \$10,000,000? *

- Yes
 No

Does the applicant organisation hold professional indemnity insurance consistent with institutional requirements and the nature of the proposed research activity? *

*

- Yes
 No

If your proposed project involves engaging volunteers, does your organisation have volunteer workers' insurance cover? *

- Yes
 No
 N/A - we are not applying for funding for a project which involves engaging volunteers

Is your organisation registered for the goods and services tax (GST) if applicable (if turnover is greater than \$150,000 per annum)? *

- Yes
 No

Has the applicant satisfactorily acquitted all previous ACT or Australian Government grants (including those administered by Skills Canberra) or any other government agency grants, except for projects that are currently active and compliant with reporting requirements? *

- Yes
 No
 N/A - my organisation has not received a grant from ACT Government

Note that the declaration at the end of this application provides agreement for Skills Canberra to liaise with other organisations, including Australian Government departments, in relation to applications.

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Add comment if necessary

Eligibility declaration By completing this section, the applicant confirms that the applicant and the applicant administering organisation meet the eligibility requirements set out in the Guidelines and that all the information provided is accurate. Applications that do not meet the eligibility requirements will not be considered.

*

- Yes
 No

Project Summary

* indicates a required field

Project Title *

Must be no more than 250 characters.

Short project description *

Word count:

Must be no more than 350 words.

Provide a concise summary of the proposed research project, including the objectives, research questions, methodology and expected contribution to improving VET completion and post-training outcomes in the ACT. Refer to the Guidelines. This summary will be published on Skills Canberra's website if your application is successful.

Brief summary of applicant relevant expertise *

Word count:

Must be no more than 300 words.

Describe the applicant's relevant expertise and experience, including work in policy-relevant research, evaluation and use of administrative or confidential data.

Attach CV of the applicant *

Attach a file:

A maximum of 1 file may be attached.

Project duration - when do you expect your project to be complete? *

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Projects are expected to commence from October 2026 and may run for up to 27 months from the execution date of the Deed of Grant.

Project timeline

Activities must be listed in chronological order and should align with reporting milestones (refer to the [Guidelines](#)). You may add additional rows if needed. All projects must commence from October 2026 and may run for a maximum of 27 months from execution of the Deed of Grant. Lead party for activity is either the applicant or a specified partner who is primarily responsible for delivering that specific activity. Even if multiple partners are involved, only one lead should be named per activity.

Project activity	Activity description	Start date (month/year)	Completion date (month/year)	Lead party for activity

Research project plan

* indicates a required field

Upload your detailed Research Proposal. You must use the prescribed template provided on the [Skills Canberras Research to Improve VET Completions Grant webpage](#). Refer to the [Guidelines](#) when preparing your project plan.

*

Attach a file:

(Applicants that do not use the prescribed template will not be considered)

Priority research areas (select all that apply) *

- Driver of ACT VET completions
- Effectiveness of VET policies and interventions
- Impact of career or pathway advice
- Optimal subsidies and loadings
- Other:

Select the priority research area(s) most relevant to your proposal. Projects outside these areas will still be considered where they align with the Program objectives.

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List all research projects you have been funded to deliver for ACT and/or Australian Governments or Australian government agencies. Please provide the name of the project, a brief description of the project, the funding program name and the contact details of the government business area. You may wish to upload evidence sources and/or include links to evidence.

Attach file/s (optional):

Attach a file:

Partnerships

Partnership Details

Provide the following information on research partnerships (where applicable). Contributions may include, but are not limited to, data access, domain expertise and in-kind support. All financial and in-kind contributions must be reflected in the project budget below

Name of partner / co-investigator	Nature of contribution	Key contact person

Attach CVs of the co-investigators (if applicable).

Attach a file:

Upload evidence in the form of signed letters confirming partnerships, including the nature and scope of each partnership (if applicable).

Attach a file:

Data

Proposed research data and purpose

List all data sources for the research project and identify the purpose for which each data source will be used. This list is indicative only and not exhaustive. Additional data sources may be incorporated as the research progresses.

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Data type may include ACT or Commonwealth administrative data, institutional data (such as university or RTO records), survey data, interview data, focus group data, publicly available statistical or secondary data (e.g., ABS, NCVER, World Bank or IMF datasets), document or policy analysis data, or other data. Where “other” is selected, please specify in the field provided below.

If any ACT or Commonwealth administrative data is proposed, applicants must ensure alignment with the ACT Data Sharing Policy (refer to the [Guidelines](#)) and anticipate the execution of a Data Sharing Agreement prior to data access.

Data Source	Data type	Data custodian	Purpose for which data will be used

Additional information (if required)

Research data management and ethics

Data sources listed in this table should be consistent with those identified in the Research data and purpose section above. Data management and governance should briefly describe how data will be accessed, stored, protected and disposed of to ensure compliance with the Five Safes Framework and the ACT Data Sharing Policy (where applicable), as stated in the Guidelines. This should include whether any Data Sharing Agreement (including a Deed of Confidentiality) is anticipated. If the data is not confidential or is not sensitive in nature (e.g., openly published data such as the ABS aggregate labour force dataset), you may enter “N/A” in the Data management and governance column and select “Ethics approval not required” in the Ethics approval column.

Data source	Data type	Data management and governance	Ethics approval

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Additional information (if required)

(e.g., brief justification where ethics approval is not required)

Project participants

Project participants

This section only applies where the research project involves direct engagement with participants (individuals or organisations) for research purposes only (for example, surveys, interviews, focus groups, consultations, or trials conducted for evaluation). Target cohort may include, where relevant, VET learners, recent graduates, employers, RTO staff, industry representatives, policymakers, or other stakeholder groups. Priority cohorts identified in the [Program Guidelines](#) may be specified where applicable. This Program does not fund training delivery, pilots, qualifications or units of competency. Any engagement activities must be undertaken solely for research purposes only (e.g., surveys, interviews, consultations, trials for evaluation). Where participant engagement is proposed, applicants must ensure that appropriate ethics approval is obtained (if required) and that participation is conducted in accordance with applicable institutional and legislative requirements.

Activity description	Target cohort	Expected number of participants	Start date	End date
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Additional information (if required)

(e.g., brief justification for sample size, recruitment approach, etc)

Research Communication

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Outline your plan for communicating your research findings

The Program supports research dissemination for policy, academic and public benefit. The Program does not support marketing or promotional activity for private or commercial benefit.

Applicants must ensure that all dissemination activities comply with the Guidelines, including requirements relating to confidentiality, data governance and safe research outputs. The Deed of Grant may specify additional requirements.

Target audience	Purpose / Key message	Communication methods
Examples: • ACT Government (policy officials) • Research/academic community • VET sector stakeholders (RTOs, employers) • Public (where appropriate)	Example: • Provide policy-ready insights to inform ACT VET policy and program design • Contribute to the evidence base on VET completions and post-training outcomes • Share findings to promote research interest in the ACT VET sector	Example: • Briefings • Written reports • Presentations • Academic publications • Conferences or workshops • Institutional publications

Risk assessment and management plan

* indicates a required field

Upload your detailed Risk Assessment and Management Plan. You must use the prescribed template provided on the [Skills Canberras Research to Improve VET Completions Grant webpage](#).

*

Attach a file:

(Applicants that do not use the prescribed template will not be considered)

Grants Funding Request and Budget

* indicates a required field

Grant funding requested

Enter the total amount of grant funding requested (GST exclusive), as detailed in your Research Project Plan *

Must be a dollar amount.

The maximum funding available is \$400,000 (GST exclusive).

Budget

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Before completing this section, refer to Section 5 (Funding parameters), Section 6.4 (What may be considered for funding) and Section 6.5 (What will not be considered for funding) of the [Guidelines](#).

Applicants must ensure that the proposed budget is clear, accurate, proportionate, directly related to the delivery of the research project and represents appropriate use of public funding, having regard to the scale, scope and expected outcomes of the research. In particular, applicants must:

- ensure that all budget items clearly relate to research activities (e.g., personnel, data access or collection, analysis, stakeholder engagement);
- provide sufficient detail in each item description to explain how costs have been calculated;
- avoid using broad / generic item descriptions (such as “administration”) that do not clearly explain the nature of the expense;
- if budgeting for salaries, specify the research activities or outputs that the funded personnel will undertake as part of the project (e.g., 0.5 FTE Research Assistant to clean and analyse datasets);
- provide at least one quotation for any planned expenditure over \$10,000 that relates to external suppliers or contractors (quotations are not required for internal staff salary costs); and
- clearly identify and itemise any financial or in-kind contributions to the research project (such as staff time, data access, or infrastructure), noting that in-kind contributions are not reimbursable but will be considered as part of the overall value-for-money assessment.

if a required field does not apply, applicants may enter “Not Applicable” or “NA”.

Outline the proposed project budget allocation

Item Description	Vendor/ Supplier	Cost	Applicant Contribution	Partner contribution	Research to Improve VET Completions Grant funding sought
	(if applicable)	Must be a dollar amount. (GST exclusive)	Must be a dollar amount.	(if any) Must be a dollar amount.	Must be a dollar amount.

Attach quote/s for each planned expenditure over \$10,000 (GST exclusive), where applicable. Quotes are not required for internal salary cost.

Attach a file:

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Attach documentation confirming any financial or in-kind co-contributions identified in your project plan (if applicable).

Attach a file:

Declaration

* indicates a required field

I declare that:

- I have read the 2026 Research to Improve [VET Completions Grant Program Guidelines](#) and, to the best of my knowledge, this application meets the eligibility requirements set out in the Guidelines.
- I am authorised to enter into a Deed of Grant with the ACT Government in accordance with the funding amount and conditions that may be offered.
- My organisation holds public liability insurance with a minimum coverage of \$10 million and, if the application is successful, I will supply a copy of my organisation's Public Liability Insurance Certificate of Currency on request.
- My organisation holds professional indemnity insurance appropriate to the proposed research activity and, if the application is successful, I will provide evidence on request.
- My organisation holds volunteer workers insurance and, if the application is successful and the funded project involves engaging volunteers, I will supply a copy of the appropriate certification on request.
- My organisation holds a valid Australian Business Number (ABN) and is registered for the Goods and Services Tax (GST), where applicable.
- I have satisfactorily acquitted all previous ACT or Australian Government or government agency grant funding (except for current projects that are active and compliant with reporting requirements), or that no such funding has previously been received.
- I understand and accept that the ACT Government may be required to liaise with other organisations, including Australian Government departments and data custodians, in relation to this application.
- I understand and accept that, should the application be successful, a formal Deed of Grant with the ACT Government will need to be executed before any funding is provided.
- I understand and accept that if the application is successful, project information (including project title, summary, funding amount, outcome and details of my organisation and the grant funding offered) may be published by the ACT Government in material for the promotion of its programs or in reporting requirements to the ACT Legislative Assembly and Australian Government.
- I understand and accept that, if the application is successful, grant payment/s will be made in accordance with the agreed payment schedule and conditions in the Deed of Grant.
- All information provided in this application, including attachments, is true and correct to the best of my knowledge.
- I understand and accept that I may be contacted by the ACT Government for additional information or supporting documentation.
- I understand and accept that, if the application is successful, the project detailed in this application will progress to contract negotiation.
- I understand and accept that meeting the eligibility and assessment criteria does not guarantee funding, and that funding is subject to approval by the ACT Government or its authorised delegate.

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- I confirm that all required attachments have been provided.

Declaration *

- Yes, I have read and agree to the above conditions.

Name of applicant *

First and last name

Date of declaration *

Must be a date.

Privacy Notice

Privacy Notice In compliance with the *Information Privacy Act 2014* (the Act) personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

Select NEXT at the bottom of this page to REVIEW and SUBMIT.