



ACT
Government

Research to Improve VET Completions

Grant Guidelines 2026

Applications open 04 June 2026 through to 31 July 2026

Photo: Adam McGrath



Skills Canberra

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

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1. ABOUT THE RESEARCH TO IMPROVE VET COMPLETIONS GRANT

1.1 Strategic Context

The Research to Improve VET ([Vocational Education and Training](#)) Completions Grant Program (the Program) is part of the [‘Improved Completions – Especially for Priority Groups’ Bilateral Implementation Plan \(BIP\)](#) under the National Skills Agreement (NSA). Skills Canberra administers the Program and is responsible and accountable for providing strategic advice and oversight of the VET system in the ACT.

While recognising that some learners may meet their training objectives without completing a full qualification, higher completion rates remain important in improving equity, effectiveness and efficiency of government investment by enabling learners, industry and the broader ACT community to fully realise the benefits of training.

Building on existing national and jurisdictional evidence, as well as ongoing work within the ACT, the Program is intended to strengthen the ACT-specific causal evidence base to better understand the drivers of completions and non-completions, evaluate policy impacts and identify effective, fiscally sustainable strategies to improve VET completions in line with the [NSA priorities](#).

1.2 Program overview

The Research to Improve VET Completions Grant Program is a joint initiative of the Australian Government and the ACT Government. The program supports original, policy-relevant research that strengthens the evidence base for VET reform in the ACT by fostering collaboration between ACT-based universities or research institutes and the ACT Government to identify and address barriers to completion and learner success. These guidelines outline the objectives, outcomes, funding parameters and application requirements for interested parties to apply for funding through the Program. This is a new grant program. *These guidelines supersede all terms and conditions contained in all previous Skills Canberra grant program guidelines.*

Funding under the Program is subject to competitive selection process with an expert evaluation panel and supported by structured oversight arrangements involving both Skills Canberra and an external governance body. Key program parameters are summarised as follows:

Program parameters	
Total program allocation	\$1,100,000
Grant amount per project	up to \$400,000 (GST exclusive, where applicable)
Lead applicant eligibility	a permanent research staff member of an ACT-based university or research institute.
Intended coverage	<ul style="list-style-type: none"> research assistant(s) and/or post-doctoral fellow salary (up to Level B, FTE), essential project costs, and

Grant timeframe

- necessary administration.
- **Jun-Jul 2026:** Application period
- **Sep 2026:** Announcement of recipient(s)
- **Feb-Mar 2027:** First interim report
- **Sep-Oct 2027:** Formative evaluation
- **Feb-Mar 2028:** Second interim report
- **Sep-Oct 2028:** Third interim report
- **Dec 2028:** Final report

2. PRIMARY OBJECTIVE

The Program's primary objectives are to:

- advance evidence-based policy by supporting original research that aligns with NSA priorities, employs rigorous and appropriate methodologies, and delivers actionable reform recommendations to improve VET completions and post-training outcomes in the ACT;
- foster collaboration between ACT-based academic/research institutions and the ACT Government; and
- promote VET research and build local research capability and capacity to support long-term policy development, evaluation and innovation within the ACT VET sector.

The Program welcomes proposals from diverse disciplines. Collaboration between academic institutions, industry, registered training organisations (RTOs) and community stakeholders will be regarded highly where it strengthens research quality, policy relevance and application.

Proposals are encouraged to address one or more of the following priority areas:

- **Driver of VET completions:** identify reasons for non-completions for learners of different demographic and socioeconomic characteristics, especially priority groups (Aboriginal and Torres Strait Islander people, women in non-traditional occupations, young people aged 17-24, mature age Australians, people with disability, jobseekers, people from culturally and linguistically diverse communities, unpaid carers and remote learners);
- **Effectiveness of policies:** evaluate Commonwealth and/or ACT policy impacts on key stakeholders—such as VET learners, employers, RTOs and the ACT community—and propose fiscally sustainable policies, including learning and support models, that improve completions and post-training outcomes, especially for priority groups;
- **Impact of career or pathway advice:** assess how early guidance on career pathways and learner expectations affects persistence, completion and transition to employment or further education; and
- **Optimal subsidies and loadings:** analyse how financial incentives—including subsidies and loadings provided to learners, employers and/or RTOs—can be designed to improve completions, equity, fiscal sustainability and public benefit.

Submissions that fall outside these areas but meaningfully advance the Program's objectives are welcomed and will be given full consideration.

3. OUTCOMES

The intended outcomes and policy benefits of the Program are:

- **Baseline insights** into ACT VET completion patterns, barriers and enablers, including differences across learner groups, qualification types and delivery contexts;
- **Robust evidence on the effectiveness of interventions** that improve completions and post-training outcomes, particularly for priority cohorts, through measures such as targeted subsidies, flexible delivery, career or pathway advice and wraparound supports;
- **Actionable policy recommendations** that inform subsidy settings, loadings, and learner support models designed to improve completions, equity and workforce outcomes;
- **System-wide benefits** for learners, employers, RTOs, the ACT community and governments through rigorous research and well-targeted interventions that achieve policy goals while maintaining fiscally sustainable funding settings;
- **Strong local research capability and partnerships** between the ACT Government and ACT-based universities and research institutions; and
- **Contribution to VET evidence base** by addressing the current under-representation of VET-focused research and establishing the ACT as a producer of high-quality, policy-relevant knowledge that informs the VET sector locally, nationally and internationally.

4. SCOPE AND DELIVERABLES

4.1 What successful projects must deliver

Recipients of the Research to Improve VET Completions Grant are required to meet the following reporting and engagement requirements:

- **Interim (progress) reports** to Skills Canberra every six months, including presentations where appropriate;
- **A formative evaluation and presentation** at the twelfth month following the execution of the Deed of Grant to support oversight, provide preliminary findings, assess emerging insights and ensure ongoing alignment with ACT Government objectives;
- **A final report** at the completion of the project.

All reports must clearly articulate progress against milestones and be written in a policy-ready language suitable for decision-makers. The final report must, at a minimum:

- present baseline data analysis;
- integrate research findings across data sources;
- identify key challenges and emerging issues;
- assess implications for ACT VET learners and policy; and
- provide practical, evidence-based policy recommendations and options for implementation.

Skills Canberra will also maintain a regular engagement schedule with successful applicants. This may include discussions to support collaboration, identify research challenges and provide updated policy context or expert input where appropriate.

4.2 Expected research approach

Applicants must propose a research approach that:

- demonstrates rigour and soundness of methodologies and analyses;
- directly and appropriately addresses the research questions;
- provides strong evidence of capability and experience in working with administrative or sensitive datasets, including adherence to the [Five Safes framework](#), the [ACT Data Sharing Policy](#) and relevant data governance and ethics requirements; and
- clearly explains how the research will be translated into practical, implementable policy options for the ACT Government.

Mixed-method approaches are strongly welcomed. Applicants are encouraged to incorporate qualitative data—such as opinion surveys and listening reports from learners, RTOs, employers and community stakeholders—where these perspectives enhance the interpretation of quantitative results and strengthen the robustness and relevance of the findings.

5. FUNDING PARAMETERS

Applicants must be aware of the following funding parameters:

1. **Funding limit:** Applicants may request up to \$400,000 (GST exclusive) for a single application under the Program;
2. **Project commencement:** All projects must commence from October 2026;
3. **Project duration:** Projects may run for a maximum of 27 months from the execution of the Deed of Grant;
4. **Alignment with program objective:** Applications must demonstrate value for money and a clear alignment with the program's objectives, intended outcomes and priority research areas, having regard to the scope, scale and potential policy impact of the proposed research;
5. **Eligible expenditure:** Applicants must include a detailed expenditure plan consistent with the funding amount requested. Eligible project costs may include:
 - a. salary costs for research assistant(s) and/or a post-doctoral fellow (up to Academic Level B, FTE);
 - b. essential project costs, such as research materials, data collection, analysis software and other direct research expenses; and
 - c. reasonable administrative expenses necessary for project delivery;
6. **Co-contribution:** Applicants must identify and quantify any financial and/or in-kind commitment (exclusive of GST) they will make to the project. Co-contribution will be considered positively where they strengthen research quality and policy relevance;
7. **Budget clarity:** Budgets must be clearly itemised, cost-justified and proportionate to the proposed outputs and outcomes of the project;

8. **Other funding sources:** Applicants must disclose details of any other ACT or Australian Government funding received or anticipated for the same or related projects;
9. **Competitive allocation:** Funding is awarded through a competitive application process. All proposals are assessed by Skills Canberra and an external evaluation panel against the assessment criteria outlined in **Section 8**. Grant funding should not be deemed automatic or anticipated;
10. **Determination of final funding:** The authorised delegate determines, based on the recommendations from the evaluation panel, a funding amount for successful projects. The approved amount may vary from the total amount of funding sought in the application.
11. **Adjustments negotiations:** Adjustments to the evaluation panel's recommended funding amount or project scope may be considered during the negotiation phase, if required. The final funding amount is subject to approval by the delegate.

6. ELIGIBILITY REQUIREMENTS

6.1 Who is eligible

To be eligible, the lead researcher (Principal Investigator) must:

- be a permanent research staff member of a university or research institute that is legally established and operating in the ACT; and
- demonstrate strong evidence of research capability in policy-oriented areas (with preference for experience in Australian policy studies), including a record of producing high-quality research outputs, leadership capability and experience working with administrative and/or confidential datasets.

For the purposes of this Program, “operating in the ACT” means that the administering institution maintains an established operational presence in the ACT and that the funded research activity will be substantially conducted in, and deliver demonstrable benefit to the ACT.

Applicant institutions must:

1. be a university or research institute legally established under Commonwealth or ACT legislation and maintaining an operational presence in the ACT;
2. hold a valid Australian Business Number (ABN) registered to the administering institution;
3. maintain appropriate insurance coverage for research activities, including, at a minimum, public liability insurance (with coverage of at least \$10,000,000) and professional indemnity insurance, consistent with institutional requirements and the nature of the funded activity;
4. have volunteer workers insurance if volunteers will be engaged as part of the research project; and
5. have satisfactorily acquitted all previous ACT Government grants, including those administered by Skills Canberra, except for projects that are currently active and compliant with reporting requirements.

Applications may include co-investigators or project partners, including from other universities or research institutions, provided the lead applicant and administering institution meet the eligibility requirements.

6.2 Who is not eligible

The following individuals are not eligible to apply for the research grant:

1. Individuals who are not permanent staff of an ACT-based university or research institute in the role of lead applicant (Principal Investigator); and
2. Individuals who, or whose organisations, cannot demonstrate sufficient capability and capacity to comply with data governance, privacy, security, reporting and acquittal requirements associated with the Program.

6.3 Provision of quotes and itemised budget

Applicants must provide a detailed and itemised budget as part of the application, consistent with the specifications of the application form.

- **Itemised budget:** The budget must clearly itemise all planned expenditure through the 2026 Research to Improve VET Completions Grant online application, including salary costs, direct research costs, administrative expenses, subcontracted services and any in-kind or cash co-contributions.
- **Co-contributions:** All co-contributions—whether cash or in-kind—must be fully itemised and costed in the budget. In-kind contributions must be expressed exclusive of GST.
- **Quotes for expenditure:** Applicants must obtain and submit a minimum of one quote for any planned expenditure over \$10,000 for items, services, equipment purchases, or subcontracted components included in the proposed budget.
- **Confirmation of contributions:** Applicants must provide letters of confirmation from all project contributors (e.g., partner institutions, funding partners, or co-investigators, where applicable). Each letter must outline the contributor’s specific commitments—financial, in-kind, or otherwise—to the project.

Applications that do not include this information may not be considered by the evaluation panel.

6.4 What may be considered for funding

Research projects and activities will be considered for funding only when the eligibility criteria and other specifications outlined in these guidelines are met.

Types of activities which will be considered for funding under the Program include, but are not limited to:

1. post-doctoral salary and on-costs;
2. research assistance directly required for project delivery;
3. data collection, survey instruments and fieldwork costs;
4. software, licences and analytic tools necessary for the project;
5. reasonable travel directly required for stakeholder engagement and research delivery (where justified);

6. accessibility supports for researchers (including carers or those requiring care/assistance), where relevant and justified; and
7. reasonable administrative expenses necessary for project delivery.

6.5 What will not be considered for funding

Funding will not be provided for:

1. retrospective costs incurred prior to execution of the Deed of Grant;
2. preparation or development of project applications;
3. excessive or unreasonable administration or overhead costs;
4. general institutional overheads not directly attributable to the project;
5. capital expenses or purchase of real estate intended for ongoing institutional operations beyond the project scope;
6. projects that duplicate existing work without demonstrating additional outcomes;
7. projects that create dependency on ongoing government funding beyond the life of the Program;
8. costs associated with voluntary labour and in-kind support; and
9. any other expenses that are not clearly linked to research delivery and the Program's objectives and outcomes.

7. APPLICATION PROCESS

7.1 How and when to apply

Applications, including all supporting material, must be made through the online grants portal at <https://cmtedd.smartygrants.com.au/RIVETC>

The Smarty Grants weblink will be available from 9:00am on Thursday, 04 June 2026 and will remain open until 5:00pm on Friday, 31 July 2026. Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted without an approved extension.

The details in the application must be complete and correct at the time of submission. No additional documents or attachments will be considered by the evaluation panel, unless requested by Skills Canberra or the evaluation panel. Applicants will be provided with a receipt at the time of lodgement.

Applications that do not comply with the eligibility requirements stated throughout the research guidelines will not be assessed for funding.

7.2 What to submit

Applicants must submit a proposal that includes:

1. **Project summary:** title, objectives and NSA alignment.
2. **Research plan:** methodology, data sources, communication plan and timeline.
3. **Impact statement:** how findings are expected to improve VET outcomes and inform practical policy development.
4. **Team capability:** profiles of the Principal Investigator and research team, including relevant expertise and past work.

5. **Budget:** detailed cost breakdown and justification, including planned allocation (personnel, equipment and consumables, essential travel costs and support costs) and co-contributions.
6. **Risk and ethics:** risk assessment and management plan, including approaches to data privacy, data governance and stakeholder engagement.

7.3 Applicant support

Skills Canberra will provide an opportunity for prospective applicants to ask questions during the application period. Details of information sessions and contact points will be published with the application round.

7.4 Request extension of application timeline

Any request for extension must be submitted to EconomicDevelopmentGrants@act.gov.au at least two business days prior to the closing date. Each request will be reviewed, and the applicant will be notified of the outcome.

8. ASSESSMENT

Stage 1 – Eligibility check

Applications will first undergo an eligibility and completeness check to confirm they meet the general requirements for funding outlined in **Section 6** of these guidelines. Only applications that meet all eligibility criteria and include all required documentation will progress to Stage 2 for merit assessment.

Stage 2 – Merit assessment by evaluation panel

Eligible applications will be assessed by a panel of subject matter experts with specialist knowledge relevant to VET research, policy and evaluation. The panel will be chaired by a senior academic or research leader from a university or research institute.

Each application will be assessed in its entirety against the program guidelines, the information provided in the application form and the assessment criteria as outlined below.

CRITERION	DESCRIPTION
RELEVANCE	The evaluation panel will assess the extent to which the proposed research topic, objectives and design align with the NSA priorities and the intended outcomes of the Program, as stated in Sections 2 and 3 . This includes consideration of whether the proposal demonstrates a strong understanding of the ACT VET challenges and clear potential to fill the gaps in current knowledge. The panel will also consider whether the research questions are well defined, meaningful and relevant to government decision-makers.
IMPACT	This criterion assesses the potential of the project to deliver actionable, policy-ready insights and strengthen ACT-based research capability. In particular, the evaluation panel will consider the expected benefits of the research, including whether the findings can inform policy decisions, subsidy settings, learner support models, or

	<p>system-level reforms that contribute to improving ACT VET completions, learner outcomes and the broader ACT community. The panel will also evaluate the project's potential to advance equity, particularly for priority cohorts identified under the NSA. Consideration will be given to the practicality and usability of the proposed outputs, including whether the research is positioned to produce realistic and fiscally sustainable recommendations for the government. Proposals demonstrating clear pathways from evidence to policy application will score highly. This criterion also includes value for money consideration, whether the amount of funding requested is proportionate to the project's scope and expected outcomes.</p>
METHODOLOGY	<p>This criterion assesses the soundness, rigour and feasibility of the proposed research methodology. This includes consideration of whether the analytical framework is grounded in recognised best practice, and whether the methods are appropriate for answering the stated research questions. The panel will examine the applicant's plans for data access and use, including capability to work with administrative datasets in line with the Five Safes framework and the ACT Data Sharing Policy. The panel will also consider feasibility and clarity of workplan, including risk identification and strategies for addressing known data or stakeholder engagement challenges.</p>
CAPABILITY	<p>This criterion assesses the applicant's demonstrated expertise, experience and institutional capacity to successfully deliver the proposed project. The evaluation panel will evaluate the skills, qualifications and track record of the lead researcher and project team, including experience delivering policy relevant research, working with administrative and confidential datasets and collaborating with key stakeholders (learners, industries, training providers, governments). The panel will consider whether the team composition is appropriate for the project's scope and whether adequate project management, oversight and institutional support are in place to ensure timely and effective delivery. Previous performance on ACT or Australian Government-funded research may also be considered, including the applicant's record of meeting contractual, reporting and quality requirements.</p>

Even though an application may meet the above criteria, approval will depend on the number of applications received, the relative merit of proposals within the assessment round and available funds.

Project funding allocations will be considered during this stage of the assessment process. Skills Canberra may adjust the requested funding amount, in negotiation with the applicant. Applicants should note that Skills Canberra cannot guarantee that the full requested funding amount will be approved.

Stage 3 – Delegate approval

Following the evaluation panel's recommendations, funding outcomes will be submitted to the Executive Branch Manager (EBM) of Skills Canberra, the

authorised delegate, for final approval. Applicants will be advised of the outcome of their application as soon as delegate approval has been granted. Successful applicants will then proceed to negotiate and execute the Deed of Grant.

Skills Canberra will be unable to provide feedback on the outcome of applications until the assessment process has concluded in full.

9. ACCEPTING A GRANT

9.1 Deed of Grant and payment process

Successful applicants must enter into a Deed of Grant setting out the terms and conditions under which funding will be provided, including reporting, acquittal and data governance requirements.

The Deed of Grant will specify, among other things:

- requirements for interim and final reports;
- requirements for a formative evaluation;
- financial acquittal and certification requirements;
- data sharing and data governance obligations, including compliance with relevance privacy and security framework;
- acknowledgement requirements for ACT and Commonwealth funding; and
- variation and termination provisions.

Following the execution of the Deed of Grant, funding will be paid in instalments, linked to the achievement of agreed milestones. Payments can take up to 30 days to process upon receipt of a valid invoice.

9.2 Conditions of funding

Recipients of grant funding must comply with the following conditions:

- The declaration step on the application form certifies that all information provided in the application is true and correct. Action may be taken by the ACT Government for repayment of any grant funds made where information contained in the application is found to be false or misleading, or where funding is not used for its approved purpose;
- Recipients are accountable for funds received from Skills Canberra and must adhere to all conditions specified in the guidelines and the Deed of Grant;
- Recipients must provide suitable acknowledgment for the financial support provided by the ACT and Australian Governments under this program, as outlined in the Deed of Grant;
- Recipients must comply with all ACT Government policies and legislative requirements related to privacy, data security and records management;
- Recipients must comply with all ACT Government policies and legislative requirements on equal employment opportunity by demonstrating that every effort is being made to ensure the principles of access and equity are guiding the development of research project;
- Recipients must keep the ACT Government reasonably informed about all matters which are likely to materially and adversely affect the timing,

scope or cost of the project or the Recipient's ability to carry on or complete the project;

- Recipients must seek written approval from Skills Canberra to make any variation to the project. Requests to amend the scope, budget or timeline of the project need to be addressed to the Executive Branch Manager of Skills Canberra, clearly outlining why the change of purpose is required. It should not be assumed a change of purpose request will be approved. Requests should be emailed to skills.projects@act.gov.au
- Intellectual Property (IP) created through the project will remain the property of the grant recipient. Recipients are free to publish findings in any established academic journal, subject to standard academic peer-review processes and any confidentiality or publication requirements set out in the Deed of Grant;
- Recipients must ensure that the ACT Government is appropriately acknowledged in all publications, outputs and dissemination activities arising from the funded research;
- Recipients will grant the ACT Government a broad, perpetual, royalty-free, non-exclusive license to use, reproduce, adapt and share research outputs (including reports, data and findings) for policy development, government purposes and public dissemination. This license does not transfer ownership of the IP.
- Recipients are responsible for ensuring that roles, responsibilities and performance of any project partners or third parties underpinning the research project are monitored and managed; and they understand how project outcomes and deliverables can be used by the ACT Government in accordance with the Deed of Grant.

9.3 Goods and services tax (GST)

GST is payable on grant payments where the administering university or research institution is registered for GST with the Australian Taxation Office and provides a valid Australian Business Number (ABN). The GST component will be paid in addition to the approved funding amount, where applicable.

9.4 Publication

Successful applicants, funded amounts and project summaries will be published on Skills Canberra website for transparency. Publication arrangements, including any confidentiality considerations, will be set out in the Deed of Grant.

10. REPORTING AND ACQUITTAL OF FUNDING

10.1 Reporting

All grant recipients must submit reports to Skills Canberra in the format and by the due dates specified in the Deed of Grant. Reporting requirements include:

- six-monthly interim (progress) reports, outlining progress against milestones, key challenges, risks, early findings, expenditure to date and stakeholder engagement activities (where applicable);

- a formative evaluation deliverable at the 12-month point;
- a final report, including consolidated findings, policy-ready recommendations and implementation roadmap; and
- any additional information reasonably required to support Commonwealth milestone and performance reporting under the Bilateral Implementation Plan.

All reports must be written in policy-ready language and submitted through SmartyGrants in accordance with the Deed of Grant.

10.2 Acquittal of funding

Recipients must acquit grant funding in accordance with the Deed of Grant. This includes submitting all required reports and a financial acquittal demonstrating how grant funds were expended against the approved budget. Skills Canberra may withhold or recover grant funding where reporting or acquittal requirements are not met.

The financial acquittal must include a detailed statement of grant funds received and expended, a comparison against the approved budget, and identification and explanation of any material variances. The financial acquittal must be supported by one of the following, as specified in the Deed of Grant:

- an audited financial statement; or
- a financial statement certified or approved by a registered accountant or an authorised financial officer of the administering institution; or
- a financial statement or declaration signed by the head or governing body of the administering institution (or equivalent authorised delegate) confirming that the receipt and expenditure of the grant comply with the Deed of Grant and the guidelines.

Recipients must retain appropriate supporting financial records, such as invoices, receipts and bank statements, for audit and compliance purposes. Skills Canberra may request access to these records where reasonably required to verify compliance with the Deed of Grant or for audit purposes.

All grant funds must be expended within the timeframe specified in the Deed of Grant. A financial acquittal task will be issued through SmartyGrants once the Deed is executed. The authorised user of the system will receive a notification to complete the task.

When you have expended the funds, please log on to SmartyGrants (<https://www.smartygrants.com.au>) and complete the acquittal process, using the same login details you used to submit the application.

Recipients must submit the completed acquittal and expenditure to Skills Canberra within three months after the expiry of the grant period, using the format prescribed in the Deed of Grant.

Skills Canberra may withhold further grant payments or future funding where a recipient has overdue or incomplete acquittals for current or previous ACT

Government research or program funding. This requirement does not apply to active projects that are compliant with reporting obligations.

11. IMPORTANT INFORMATION FOR APPLICANTS

11.1 Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone Access Canberra Contact Centre – 13 22 81. If you are deaf or hearing impaired and require the National Relay Service, please telephone 131 677 then ask for 133 427.

11.2 When to submit your application

- Applications open 9am, Thursday 04 June 2026.
- Applications close 5pm, Friday 31 July 2026.

Late applications will not be accepted.

11.3 How to submit your application

All applications must be submitted via the online program application form at <https://cmtedd.smartygrants.com.au/RIVETC>

The application form will be available at this link when the grant round opens.

Hardcopy or email applications will not be accepted

You will need to create a login to begin your application. Please ensure your work is saved regularly.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps required to complete and submit an application. The guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

Navigating the application form

A navigation panel appears on the right-hand side of each screen, providing direct access to all sections of the application. Applicants may select any page to move directly to that section. “Next page” and “Previous page” buttons are also available at the top or bottom of each page.

Saving and returning to your application

You can save your progress at any point and return later to complete the application. When you log back in, the saved draft will be available to continue from where it was last saved.

Attachments and support documents

Applicants may upload/submit supporting documentation as part of their online application. In some sections, attachments are mandatory and must use the

templates provided. This requires you to have the documents saved locally on your computer prior to upload.

All supporting documentation must be submitted with the grant application.

If you experience difficulties uploading documents, please contact the program officer for assistance.

Submitting your application

The “Submit” button is located on the final page of the application form. You will not be able to submit your application until all required questions are completed and the declaration confirming that all information provided is true and correct has been accepted.

Once you have completed your application form it will be submitted to the Skills Canberra Research to Improve VET Completions Grant program officer.

Please note that the grant program officer is unable to view your application until it is submitted.

Applicants who submit an application with a missing attachment may request the form be reopened by the Business Services team prior to the closing date.

You can contact the Business Services team for assistance on (02) 6207 1080 during business hours or via email at EconomicDevelopmentGrants@act.gov.au before the application deadline.

Addendum

Any additional information provided by the Chief Minister, Treasury and Economic Development Directorate as part of the 2026 Research to Improve VET Completions Grant program will be posted online at [Skills Canberra’s Grants webpage](#).

In addition, all applicants that have started or submitted an online application form will be notified by email to the address registered with SmartyGrants.

Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. Details of applications will not be made available to third parties without permission. However, the ACT Government may promote successful applicants for the mutual benefit of the grant program and the applicant.

Applicants should be aware that the provisions of the *Freedom of Information Act 2016* apply to all documents in the Chief Minister, Treasury and Economic Development Directorate’s possession.

Complaints

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the

grant application process as well as decisions made in relation to an unsuccessful application.

What you can expect

You can expect to:

1. be treated respectfully, fairly and in confidence;
2. have your concerns dealt with as soon as possible;
3. be informed of progress; and
4. be told of the outcome.

FURTHER INFORMATION

For more information on the program guidelines, eligibility requirements or to lodge a complaint, please contact the Skills Canberra Grants and Projects team's contact officers on:

Phone: 02 6205 4006

Email: skills.projects@act.gov.au

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services team for assistance on:

Phone: 02 6207 1080

Email: EconomicDevelopmentGrants@act.gov.au



Chief Minister, Treasury and Economic
Development Directorate

April 2026