Industry PhD (iPhD) Program

Industry Partner Responsibilities (v.1903.2025)

This document outlines the CSIRO iPhD Program office processes that industry partners must follow to **receive the iPhD student project and development funds.** If it is identified in the Collaboration Agreement as the Primary Location, CSIRO will pay the industry **up to $13,000 (GST excl.) per annum up to four years.**

For timely and efficient processing of payments, please follow the procedures below.

Fig.1 High-level iPhD Program Industry Responsibilities:

Industry

If identified as a supervisor of where the PhD student is primarily located:

- Invoice CSIRO **quoting Purchase Order number** for project and development expenses, **$13,000 (GST incl.) per annum for four years**.
- Spend annual funding in the year given.
- Submit the **completed Annual Statement of Expenditure** (ASE) to the iPhD Program office for review and approval by **28 February each year**.
- The industry is responsible for keeping financial and other project-related **documents to meet audit and compliance requirements.**

Please Note: The host university will also need to retrieve funds from the Industry Partner. As per the Collaboration Agreement, the Industry Partner must pay the University a top-up scholarship of $12,000 (GST excl) per annum, totalling $48,000 over four years. The host university manages the retrieval of these funds.

Financial processes to receive the iPhD project expenses funds:

When does this take effect:

1. This document takes effect after the following events occur:
    a. **Fully signed Collaboration Agreement.**
    b. **When the** industry is identified as the primary location in the Collaboration Agreement.
    c. **When a student receives their offer letter.**
    d. **After** an official CSIRO Purchase Order is received from the iPhD Program office.

What you need to do:

2. **Wait** for the Purchase Order **before** raising an invoice. The CSIRO iPhD Program office will create and email a formal Purchase Order within 30 days of a student being sent their offer letter. It will show the annualised project and development funding with their due dates.
3. On receipt of the Purchase Order, **raise** a valid (GST inclusive) tax invoice for the relevant year's project and development funds to CSIRO, iPhD Program. **Quote the Purchase Order number on all invoices** to minimise delay and error in processing payment.
4. **Email the invoice** to the **Payment Team**. Once the invoice is processed, payment will be made per CSIRO's payment terms of thirty (30) days of invoice date. **Contact** CSIRO Procure to Pay team if you have not received payment as expected.
5. The industry is responsible for spending the annual budget in the year given. The industry may be required to **pay back uncommitted funds** as per the Collaboration Agreement.
6. By **28 February** each year, **submit** an Annual Statement of Expenditure (ASE) acquitting costs between 1 January to 31 December of the previous year.

Annual Finance Reporting:

7. **Contact** the **iPhD Program** office for the **Annual Statement of Expenditure (ASE) template form** if you have not received it by end of January**. Please note that only the iPhD ASE form will be accepted.**
8. **Raise** a valid tax invoice as shown on the purchase order to CSIRO, iPhD Program, for the following year's funding, **quoting** the purchase order number.
9. **Fill in and complete** the ASE form acquitting project-related costs incurred between 1 January to 31 December of the previous year.
10. **Email** the tax invoice and ASE form to the iPhD Program office (**iPhD@csiro.au**) **by 28 February** each year.
11. The iPhD Program office will review the documents and pay the invoice per usual CSIRO payment terms, pending any queries.
12. ASEs and invoices received **after 28 February** will be processed and paid on a priority basis.

Document Management:

The industry is responsible for keeping financial and other project-related documents per the Collaboration Agreement and must meet audit and compliance requirements. The iPhD Program office may request YTD expenditure statements to meet program financial operations at any time.

Who to contact if you have queries:

➢ For payment enquiries, please contact the CSIRO Procure to Pay Team - at **CSIRO-Payment Support Centre** or phone 1300 4CSIRO.
➢ For program-related queries, don't hesitate to contact us at **iPhD Program.**
➢ For the University finance processes and requirements eg. top-up payments, please contact the relevant university partner.