Wine Australia

Project and Research Investment System Management

PRISM

PhD Top-Up Scholarship Application

User Guide

Wine Australia

About this guide

This guide provides step-by-step instructions for submitting a PhD top-up scholarship application through Wine Australia's PRISM portal.

Before you begin: Read the scholarship guidelines, obtain the required approvals outside PRISM and have all your supporting documents ready. Allow enough time to complete these steps before the closing date.

What you will need

- An individual email address that you can access. Do not use a shared faculty, department or university account.
- Approval from your host university or administering organisation.
- Your project supervisor's awareness and support for the application.
- A certified copy of your undergraduate academic transcript.
- A certified copy of your postgraduate academic transcript, if you have completed postgraduate study other than the PhD for which support is sought.
- A current curriculum vitae.
- A signed confirmation of support from your supervisor, or from the university if a supervisor is not yet in place.
- Evidence of an RTP Stipend Scholarship or equivalent stipend scholarship, if already awarded.

Need help?

Email	research@wineaustralia.com
Phone	08 8228 2000
Address	Industry House, National Wine Centre, corner Botanic and Hackney Roads, Adelaide SA 5000

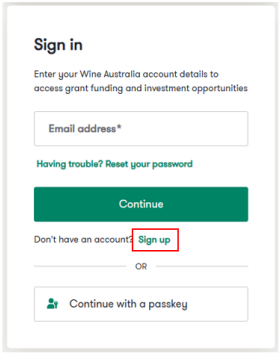
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Part 1: Create your Wine Australia account

You must create a Wine Australia account before you can access PRISM and start an application.

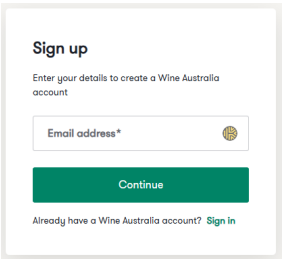
Step 1: Open the sign in page

1. Open the Wine Australia PRISM sign in page: https://wineaus-cp.enquire.cloud/login.
2. Select Sign up.



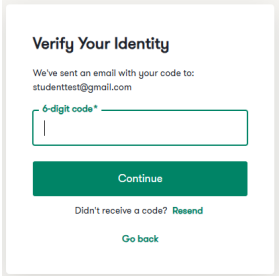
Step 2: Enter your email address

3. Enter your email address.
4. Select Continue.



Step 3: Verify your email

5. Open the verification email sent to your email address.
6. Enter the six-digit verification code.
7. Select Continue.

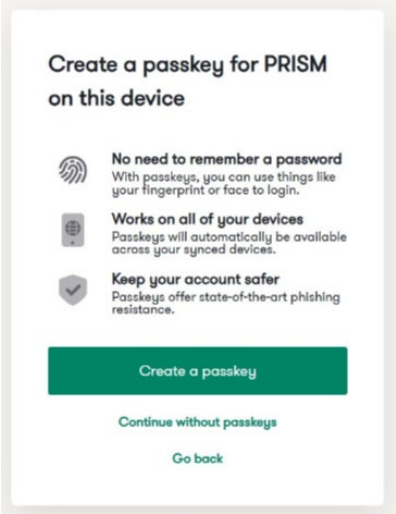


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Note: If the email does not arrive, check your junk or spam folder, then select Resend. Select Go back if you entered the wrong email address.

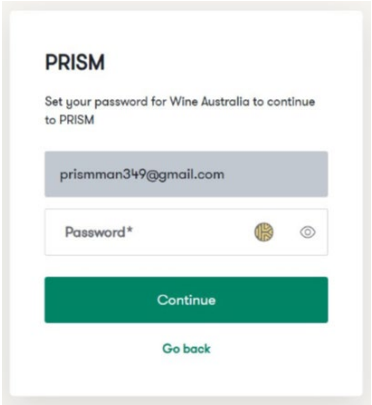
Step 4: Set up a passkey or continue without one

8. To use a fingerprint, face recognition or device PIN, select Create a passkey and follow your device prompts.
9. To skip this step, select Continue without passkeys.



Step 5: Create your password

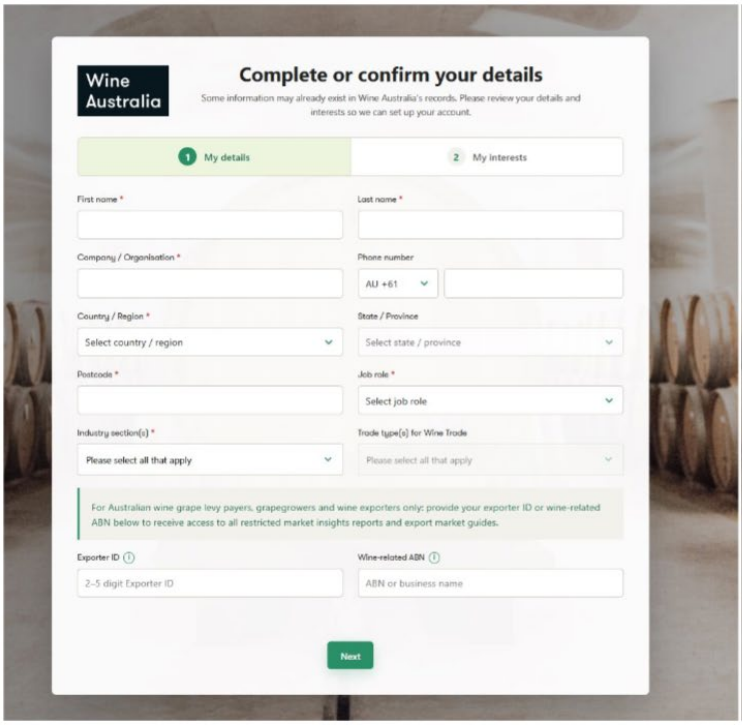
10. Check that the verified email address shown is correct.
11. Enter a password for your Wine Australia account.
12. Select Continue.

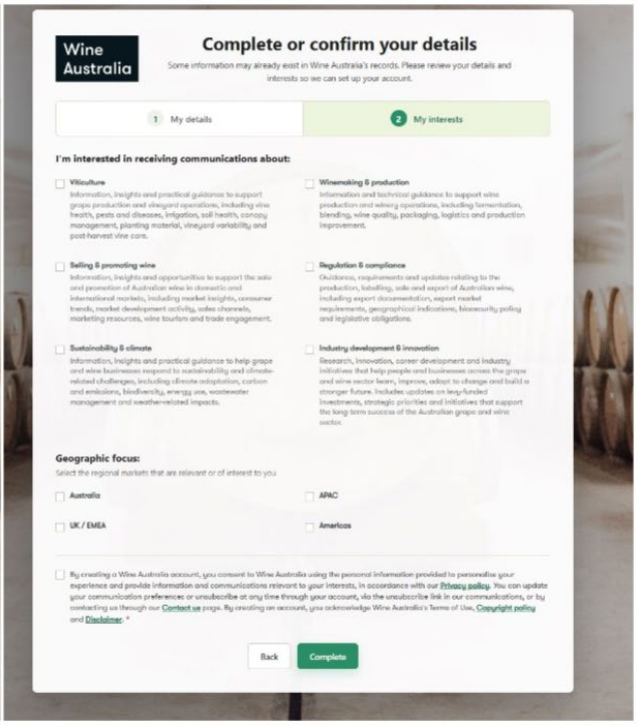


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Step 6: Complete or confirm your details

13. Check any details already held by Wine Australia and update them if required.
14. Complete all required personal and contact details.
15. Select the communication topics that interest you.
16. Choose your geographic focus, including any relevant international markets.
17. Read and accept the terms and privacy collection notice.
18. Select Complete.





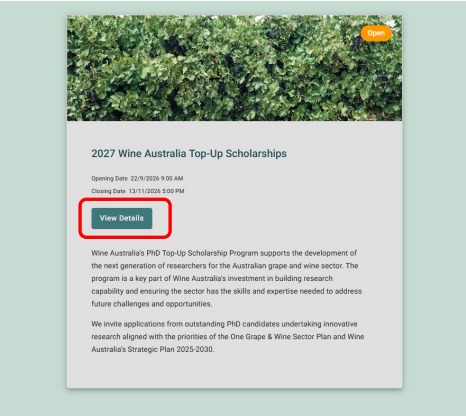
Note: After you create your Wine Australia account and complete your details, you will be taken directly to the PRISM landing page. You do not need to sign in again.

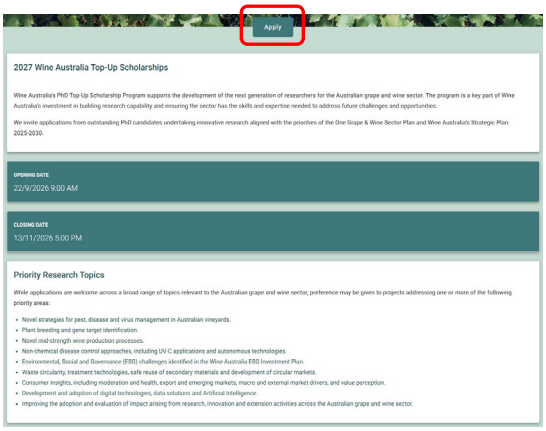
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Part 2: Access the scholarship opportunity

Step 7: Open the scholarship opportunity

19. On the PRISM landing page, locate the Wine Australia PhD Top-Up Scholarships under Published Activities.
20. Select View Details.
21. Read the opportunity details and guidelines and when ready click on Apply.





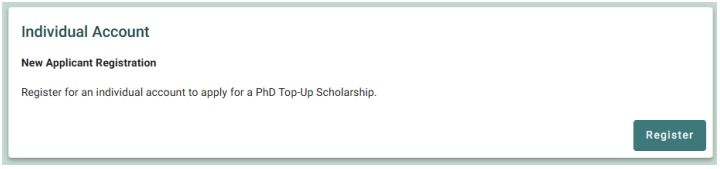
Step 8: Complete your user profile

22. Select your Title from the dropdown list (optional).
23. Confirm that the rest of your details are correct.
24. Click Save.



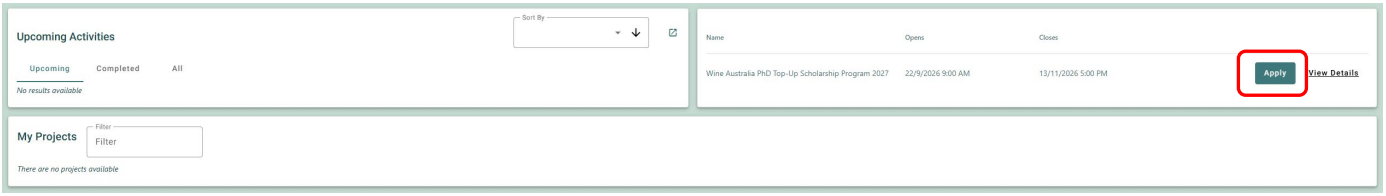
Step 9: Register an individual account

25. After saving your profile, you will be asked to create an individual or business account.
26. Select Individual Account and click Register.



Step 10: Open the application form

27. After registration is complete, you will be taken to your dashboard.
28. Click Apply.

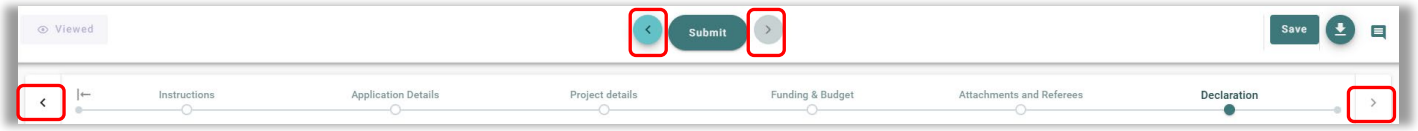


Navigating the application

The progress bar at the top of the application shows each section that must be completed:

- Application Details
- Project Details
- Funding & Budget
- Attachments and Referees
- Declaration

The highlighted section shows your current position in the application. Select a section heading or use the left and right arrows to move between sections.



Note: All required fields must be completed. You can save your application at any time and return to it later. We recommend saving your progress regularly to avoid losing any information.

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Part 3: Complete the application

Step 12: Complete the application details

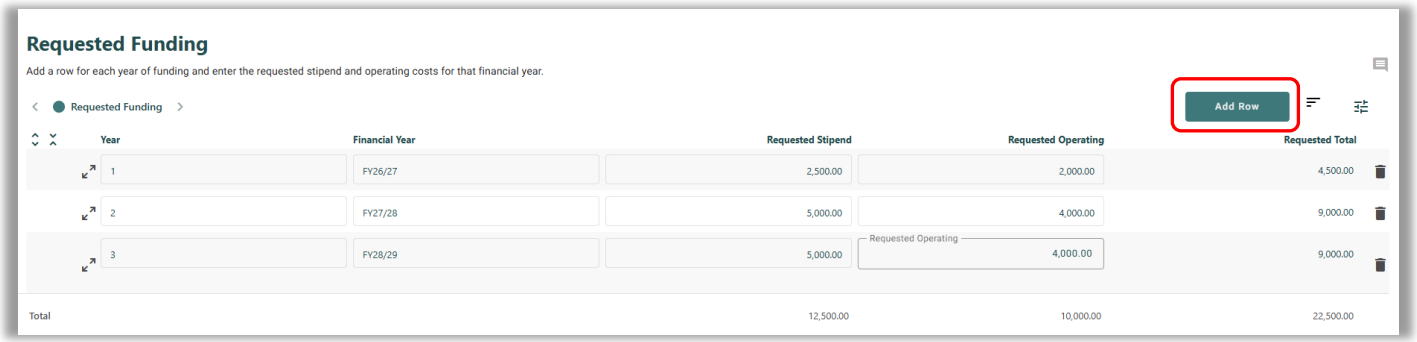
29. Enter the project title and timing, and complete your personal and university details.

Step 13: Enter the project details

30. Enter the project details, explain alignment with priority areas and industry, and expected outcomes.

Step 14: Enter requested funding and budget details

31. Click on Add Row for each year of funding and enter the requested stipend and operating costs for that financial year.



Note: Wine Australia offers top-up scholarship funding to bring the total student stipend up to the value of **$40,550** (GST exclusive) for up to **3.5 years full-time** PhD study.

Applicants may request a maximum amount of $4,000 (GST exclusive) in top-up operating funding per annum. The maximum amount of operating funds per project is capped at $12,000 (GST exclusive).

Example: Calculating requested stipend funding

A student was successful in applying for a Wine Australia top-up scholarship and stated in their application they had been awarded an RTP. The university commencement date as stated in their application is 28/02/2027, therefore the 3.5 years of funding available from Wine Australia would make the completion date 28 August 2030. In this example, Wine Australia may offer (subject to funding availability):

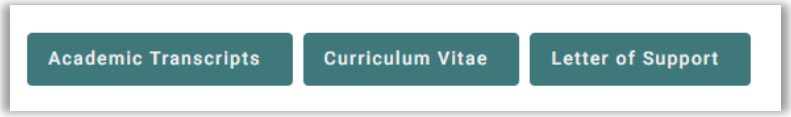
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**Using 2027 RTP base rate of $35,550 for all years					
Financial Year	**Period 28/02/2027 to 28/02/2030**	**Requested Stipend Funds**	**Requested Operating Funds**	**Total Requested Funds**	**Explanation**
2026-27	4 months	$1,666.67	$2,000	$3,666.67	4 months from 28/02/2027 to 30/06/2027
2027-28	12 months	$5,000	$4,000	$9,000	12 months from 1/07/2027 to 30/06/2028
2028-29	12 months	$5,000	$4,000	$9,000	12 months from 1/07/2028 to 30/06/2029
2029-30	12 months	$5,000	$2,000	$7,000	12 months from 1/07/2029 to 30/06/2030
2030-31	2 months	$833.33	$0	$833.33	2 months from 1/07/2030 to 28/08/2030

Step 15: Upload supporting documents and add referees

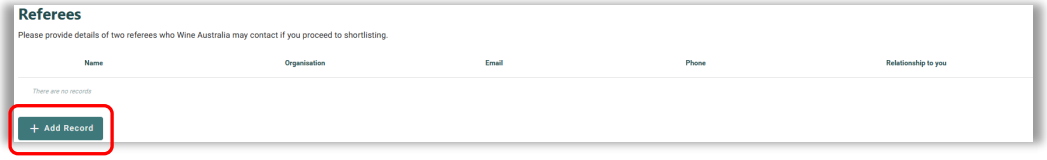
32. In the **Attachments** section, upload the required supporting documents:
    - Certified copies of your undergraduate and postgraduate academic transcripts (if applicable, excluding your current PhD).
    - Current Curriculum Vitae (CV).
    - Signed supervisor confirmation letter of support (or a letter from your university if a supervisor is not yet in place).

    To upload a document, select the relevant upload button, browse to the file on your computer and select it and confirm that the document appears in the list.



33. After uploading your supporting documents, scroll down to the **Referees** section and select Add Record. You will need to provide at least two referees. Enter the referees:
    - Name
    - Organisation
    - Email address
    - Phone number
    - Relationship to you

    Save the record and repeat the process to add a second referee.



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Tip: Contact your referees before submitting your application to ensure they are willing to act as referees and that their contact details are current.

Part 4: Review and submit

Step 16: Review the application

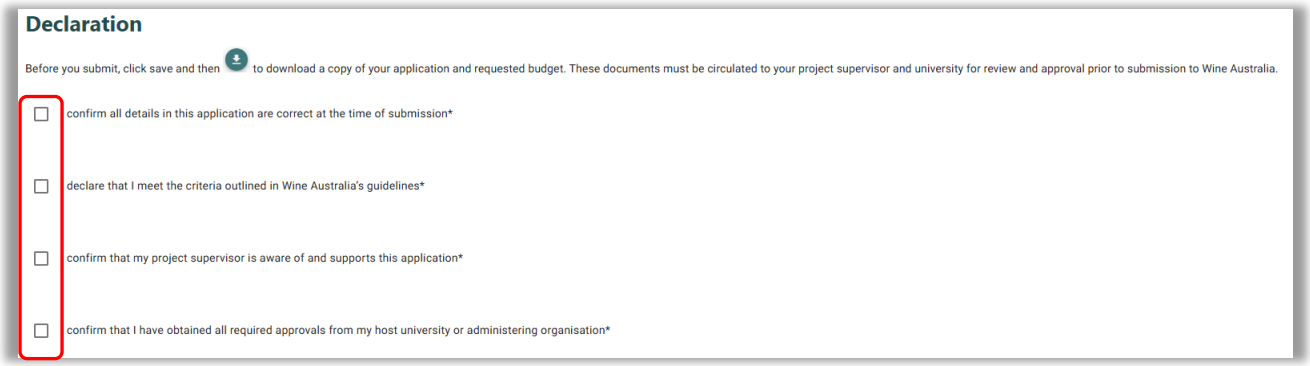
34. Check that you have completed all required fields and required documents are attached.

Step 17: Save and download a copy of the application

35. Save and download a copy of the application and circulate to your project supervisor and host university for internal approvals.

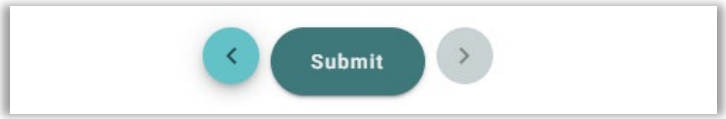
Step 18: Complete the final declaration

36. Confirm that the information provided is accurate and that all requirements have been met by ticking in each box.



Step 19: Submit the application

37. Select Submit at the top of the page.
38. Check your email for confirmation.



Save and resume an application

39. Save before exiting PRISM.
40. Return to PRISM and sign in.
41. Select Home and Continue to resume your application.

