|  |  |
| --- | --- |
|  | **Research, Innovation & Commericalisation (RI&C)** |
| Authority to Submit Form: ARC 2017 Linkage Projects  This form is required for all University of Melbourne administered applications |

This form needs to be completed and submitted to RIC (email to: [**ric-arclinkage@unimelb.edu.au**](mailto:ric-arclinkage@unimelb.edu.au) **)** by no later than Wednesday 13th December 2017 (RIC’s final closing date for ARC LP applications). **Applications without a completed Authority to Submit Form cannot be submitted to the ARC.**

|  |  |  |  |
| --- | --- | --- | --- |
| Linkage Project ID  (generated by RMS) | **LP170**………………… | | |
| Lead Chief Investigator Name & Title |  | | |
| Department **(to administer this grant)** |  | | |
| Have you previously submitted an application in the LP17 round which could be considered similar to the current proposal (i.e. the aims and methodology have not substantially changed)?  If so, please provide the Project ID(s). | Yes / No  LP170…………… LP170…………… | | |
| **The Lead Chief Investigator confirms that the final application meets the below criteria outlined in the Instructions to Applicants (Mandatory)** | | | **Lead CI to Certify:** |
| Formatting requirement met: 11 point black text and specified font - Arial or equivalent. **(Except References which may be in 9 point Arial)** Margins of at least 0.5cm on each side and at the top and bottom of pages | | Yes | Initial: |
| The Proposal contains all the information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation, incl. the **internet.** | | Yes | Initial: |
| I have read the ARC’s Medical Policy and confirm that my proposal adheres to this policy. <http://www.arc.gov.au/arc-medical-research-policy> | | Yes | Initial: |
| I understand the Project and Proposal limitations as outlined in **section A7.4** of the *ARC Funding Rules and* ***all Investigators*** *on my proposal meet these requirements.*  *I am aware that if I am a CI on an Industrial Transformation Research Hub commencing in 2015 or later, or Industrial Transformation Training Centre commencing in 2016 or later, each of these will count as one Linkage Project.*  *The ARC’s ‘Active Project’ definition means that you will only be able to hold a certain number of active projects at any one time. Applicants are encouraged to review the Limits on Projects and Proposals section of the relevant ARC Funding Rules.*  *Active Project means a Project that is receiving funding according to the terms of the original Funding Agreement,* ***or has any carryover funds approved by the ARC, or an approved variation to the Project’s end date.*** *Therefore if your project has carried forward any funding and the end date has changed, the NEW end date determines an active project.* | | Yes | Initial: |
| I have confirmed with each Partner Organisation that no part of its Cash Contribution is drawn from funds previously appropriated or awarded from Commonwealth or Australian State or Territory sources for the purposes of research. | | Yes | Initial: |
| I have confirmed with each Partner Organisation that the response I have included in part D1 of the proposal is correct (with regard to sections A6.2.8, D8.2.4 and D8.2.5 of the Funding Rules) relating to the source of their funding. | | Yes | Initial: |
| All Investigators on my proposal meet the requirements specified in the *Funding Rules for schemes under the Linkage Programme (2016 edition) – Industrial Transformation Research Hubs, Industrial Transformation Training Centres, Linkage Projects and Linkage, Infrastructure, Equipment and Facilities*, including the eligibility criteria outlines for Chief Investigators and Partner Investigators as per section A7.2 and A7.3 of the Funding Rules | | Yes | Initial: |
| I have read the [ARC’s Conflict of Interest Policy](http://www.arc.gov.au/arc-conflict-interest-and-confidentiality-policy) and have notified [ric-arclinkage@unimelb.edu.au](mailto:ric-arclinkage@unimelb.edu.au) of any Conflict of Interest that exists or is likely to arise in relation to any aspect of my Proposal, particularly in relation to CIs and their association with a Partner Organisation on my proposal. | | Yes | Initial: |
| I confirm that if there has been any significant contributors to this Proposal (other than listed investigators) this has been acknowledged appropriately in Part C (with regards to Section A7.1.3 and A12.6.4 of the Funding Rules) | | Yes | Initial: |
| The Proposal does not duplicate funding for research or research infrastructure funded by the Commonwealth. | | Yes | Initial: |
| I confirm that any outstanding ARC reports (progress and final reports) which are due have been submitted to the appropriate Administering Organisation for submission to the ARC. | | Yes | Initial: |
| It is my responsibility to ensure that the in-kind contributions and its calculations are documented throughout the project. Should this project be funded, I am aware that the records must be kept for the duration of the project and calculations may be audited by the ARC. | | Yes | Initial: |

**Certification by the Lead Chief Investigator**

I certify that:

1. all the details on this Proposal are true and complete;
2. proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the *Funding Rules for schemes under the Linkage Programme (2016 edition)*;
3. as a participant listed on the proposal I have responsibility for the authorship and intellectual content of this proposal, and have appropriately cited sources and acknowledged significant contributions where relevant;
4. I have complied with the *Funding Rules under the Linkage Programme (2016 edition), and Linkage Projects Instructions to Applicants* and if the Proposal is successful, I agree to abide by the terms of the Funding Agreement relating to *Linkage Projects*;
5. I understand and agree that all statutory requirements must be met before the proposed research can commence;
6. I have notified RIC of any actual or potential conflicts of interest I may have in relation to the Proposal and I undertake that, if the Proposal is successful, I will notify the Administering Organisation of any conflicts of interest which arise subsequent to the submission of the Proposal;
7. I will notify RIC if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project subsequent to the submission of this Proposal;
8. this Proposal does not duplicate Commonwealth-funded research including funding for research infrastructure.
9. I confirm that if there has been any significant contributors to this Proposal (other than listed investigators) this has been acknowledged appropriately (with regards to Section A7.1.3 of the Funding Rules)
10. All funds for this project will only be spent for the purpose for which they are provided.

In participating in this Proposal, I consent to:

i) this Proposal being referred to third parties for evaluation, assessment or audit purposes who will remain anonymous, for evaluation or assessment purposes; and

ii) the ARC copying, modifying and otherwise dealing with information contained in the Proposal for the purpose of conducting the funding round.

**Certification by the UoM Head of Department/School/Director where the grant will be administered\***

1. I agree that the project can be accommodated within the general facilities in my Department/School/Institute and that sufficient working and office space is available for any proposed additional staff;
2. I am prepared to have the project carried out in my Department under the circumstances set out in the Proposal; and
3. I am aware that the ARC provides 30% for on-costs, while the University of Melbourne’s salary and on-costs may be greater. I understand that any differences between the ARC salary rate (and/or the on-cost rate) must be met from non-ARC or NHMRC funding sources;
4. I have noted the amount of time which the investigators nominated in the Proposal will be devoting to the project and agree that it is appropriate to existing workloads.
5. **I understand that any named Chief Investigator(s) in my Department/School/Institute must satisfy the ARC CI eligibility criteria for the duration of the Project, ie: each CI must hold a minimum 0.2FTE paid appointment for the duration of the project OR hold an Emeritus appointment (with no paid position at another organisation).**

|  |  |
| --- | --- |
| Lead Chief Investigator Name\*  (PLEASE PRINT) |  |
| Lead Chief Investigator Signature\* |  |
| Head of Dept/School/Director Name\* (PLEASE PRINT) |  |
| HOD/School/Director Signature\* |  |

\*If the lead Chief Investigator is the HOD, certification must be obtained by the Dean

**Certification by ALL OTHER Chief/Partner Investigators**

I certify that:

1. all the details on this Proposal are true and complete;
2. proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the *Funding Rules for schemes under the Linkage Programme (2016 edition)*;
3. as a participant listed on the proposal I have responsibility for the authorship and intellectual content of this proposal, and have appropriately cited sources and acknowledged significant contributions where relevant;
4. I have complied with the *Funding Rules under the Linkage Programme (2016 edition), and Linkage Projects Instructions to Applicants* and if the Proposal is successful, I agree to abide by the terms of the Funding Agreement relating to *Linkage Projects*;
5. I understand and agree that all statutory requirements must be met before the proposed research can commence;
6. I have notified RIC of any actual or potential conflicts of interest I may have in relation to the Proposal and I undertake that, if the Proposal is successful, I will notify the Administering Organisation of any conflicts of interest which arise subsequent to the submission of the Proposal;
7. I will notify RIC if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project subsequent to the submission of this Proposal;
8. this Proposal does not duplicate Commonwealth-funded research including funding for research infrastructure.
9. **I confirm that any outstanding ARC reports (progress and final reports) which are due have been submitted to the appropriate Administering Organisation for submission to the ARC including those projects where I am not the lead CI**

In participating in this Proposal, I consent to:

i) this Proposal being referred to third parties for evaluation, assessment or audit purposes who will remain anonymous, for evaluation or assessment purposes; and

ii) the ARC copying, modifying and otherwise dealing with information contained in the Proposal for the purpose of conducting the funding round.

**Certification by ‘Other Eligible Organisations’, ‘Other Organisations’ and ‘Partner Organisations’ contributing to the project (HoD/CEO or their Delegate)**

I certify that:

1. My organisation supports the Proposal and will contribute the resources outlined in the Proposal;
2. I certify that all the researchers from my organisation listed in the Proposal as Chief Investigator or Partner Investigator have the approval from my organisation to participate in the project and that the amount of time which the researchers will be devoting to the project is appropriate to existing workloads.

iii) I have complied with the *Funding Rules under the Linkage Programme (2016 edition)*, and the *Linkage Projects Instructions to Applicants for funding commencing in 2017* and if the Proposal is successful I agree to abide by the terms of the *Funding Rules under the Linkage Programme (2016 edition)*. I have also read and understood the requirements in the Funding Agreement for Linkage Projects, including the requirement to enter into arrangements for intellectual property.

iv) The ARC may require in-kind calculations to be audited. My organisation’s in-kind contribution has been correctly calculated and is supported by a document available upon request or that has been provided to the Administering Organisation. If providing the confidential document, please attach it to this form.

v) **I understand that any named Chief Investigator(s)/Partner Investigator(s) in my Department/Organisation must satisfy the ARC eligibility criteria for the role in which they have been named for the duration of the Project**. For CIs, this means holding a minimum 0.2FTE paid appointment at the institution for the duration of the project OR holding an Emeritusappointment (with no paid position at another organisation).

**PLEASE ARRANGE THE FOLLOWING SIGNATURES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Chief Investigator Certification:* Signatures of ALL Chief Investigators (excluding the lead CI) and their Head of Department (UoM and other eligible organisations)** | | | | |
| ***CI Full Name***  ***(please print)*** | ***Signature*** | ***Head of Department Name (please print)*** | ***Head of Department Signature*** | ***Department name/ Organisation*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Partner Organisation/Partner Investigator /Other Organisation Certification:***  **Signatures of all Partner Investigators and their employers (HoD/CEO/or delegate).** | | | | |
| ***PI Full Name (please print)*** | ***Signature*** | ***CEO or Delegate Name (please print)*** | ***CEO or Delegate Signature*** | ***Organisation Name*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Forms are accepted electronically so scanned electronic signatures are fine**