**Submit this form to RIC by the Final Due Date.** This form must be completed for **all CIs and AIs** as per NHMRC requirements. Electronic signatures are accepted and written evidence will be accepted for CIB-CIJ and AIs.

**To submit your Final Application to NHMRC:**

Certify your application in RGMS – the status should be “Submitted to RAO”. Provide a PDF copy of this form to RIC via email nhmrc-project@unimelb.edu.au by the **23rd February 2018**.

CIs and AIs who have not signed the form must provide the CIA with written evidence agreeing to be named on the application, email will be accepted. The email must contain the CI/AI email signature and include relevant certification text below. The written evidence should be attached to this form **in the correct CI/AI order and** **submitted to RIC as** **ONE pdf document**. Signatures/written evidence are needed to meet NHMRC requirements.

|  |  |
| --- | --- |
| **\* NHMRC ID** Generated by RGMS | **APP** |
| **\* UOM** [**Notice of Intent**](https://ric-noticeofintent.app.unimelb.edu.au/apex/f?p=ric_noi:noi_form) **(NOI) number** | **N** |
| **\* CIA Name** Including title, e.g. Dr, A/Prof., Prof. |  |
| **\* Department** The Department administering the grant |  |
| **\* Faculty** |  |
| **\* CIA phone number** Required if issues encountered when submitting grant |  |
| **\* CIA email address** |  |
| **\* Alternate Contact: Name & phone number** Required if we are unable to contact CIA for urgent issues |  |

*(\*) mandatory information*

|  |  |  |
| --- | --- | --- |
| **Compliance & Eligibility Checklist**Completion & initial for each section on this table is mandatory | **Yes** | **N/A** |
| **CV & Profile** sections completed as per scheme requirements (refer to *CV Requirements* in the *NHMRC-NAFOSTED Joint Call Advice & Instructions to Applicants)* |  |  |
| **RGMS Application:** All relevant sections of in RGMS have been completed |  |  |
| **OMS Application:** NAFOSTED-Vietnamese CIs have met all OMS requirements |  |  |
| All CIs meet the respective **eligibility requirements** specified in the 2018 *NHMRC Funding Rules* and the *NHMRC-NAFOSTED Joint Call Scheme Specific Program Guidelines* |  |  |
| The **Grant Proposal PDF** is uploaded in RGMS and complies with requirements detailed in section 3.8 of the *NHMRC-NAFOSTED Joint Call Advice & Instructions to Applicants* and section *10.3.3 of the NHMRC Funding Rules 2018* |  |  |
| All CIs and AIs (if relevant) have either signed the **Authority to Submit form** or provided email confirmation of involvement to meet NHMRC requirements. |  |  |
| The application has been **certified in RGMS** and status is ‘Submitted to RAO’ |  |  |

**Certification by Chief Investigator (CIA)**

1. I have read and understood the *NHMRC-NAFOSTED Joint Call Scheme Specific Program Guidelines* and am satisfied that I meet the eligibility criteria as specified;
2. I have complied with the *NHMRC Funding Rules for funding commencing 2018*, *NHMRC-NAFOSTED Joint Call Scheme Specific Program Guidelines*, and *NHMRC Advice and Instructions* *to Applicants*. If the Proposal is successful I agree to abide by the terms of the Funding Agreement relating to *NHMRC-NAFOSTED Joint Call for Collaborative Research Grants*; and
3. I have identified, disclosed and managed any real or perceived Conflicts of Interest and this Proposal does not contain any plagiarised, fabricated or falsified data or information as per the requirements of the [Codes of Conduct for Research](https://staff.unimelb.edu.au/research/ethics-integrity/research-integrity/principles-and-policy) (Australian Code and the University of Melbourne code)**.** 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.

|  |  |  |  |
| --- | --- | --- | --- |
| CIA Signature |  | Date |  |

**Certification by Head of Department#/Institute Director#**

1. I agree that the project can be accommodated within the general facilities in my Department/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/Institute under the circumstances set out in the proposal; and
3. I agree that the funding shortfall between the NHMRC salary package and University salaries will be met if required.

|  |  |
| --- | --- |
| HOD/Director Name# |  |
| HOD/Director Signature# |  | Date |  |

*(#) If the CIA is the HOD/Director, certification must be obtained by the Dean/CEO*

 **Certification by other CIs (CIB-CIJ)**

As per item 7.5 of the *NHMRC* *Funding Rules for funding commencing 2018*, written evidence of all CI approvals to be named as Chief Investigators on this project is required. Written evidence can be provided by signing below or alternatively as an email. The email must contain the CI email signature and include the text below (with the application ID) in the body of the email. The written evidence should be attached to this form **in the correct CI order.**

I certify that:

1. I agree to be named as a Chief Investigator on this application and NHMRC providing the application, snapshot reports and information about the results of NHMRC’s assessment of this application to third parties; and
2. I agree to the final application being certified on my behalf by the CIA.

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| --- | --- | --- | --- | --- | --- |
| **CI** | **CI Full Name** | **Organisation/****Institution Name** | **Signature of CI** | ***OR*** | **Email confirmation of CI attached to this form*****(please tick)****Do not forward separate emails to RIC* |
| **CIB** |  |  |  | ***OR*** | [ ]  |
| **CIC** |  |  |  | ***OR*** | [ ]  |
| **CID** |  |  |  | ***OR*** | [ ]  |
| **CIE** |  |  |  | ***OR*** | [ ]  |
| **CIF** |  |  |  | ***OR*** | [ ]  |
| **CIG** |  |  |  | ***OR*** | [ ]  |
| **CIH** |  |  |  | ***OR*** | [ ]  |
| **CII** |  |  |  | ***OR*** | [ ]  |
| **CIJ** |  |  |  | ***OR*** | [ ]  |

 **Certification by Associate Investigators (AIs)**

As per item 7.5 of the *NHMRC* *Funding Rules for funding commencing 2018*, written evidence of all AI approvals to be named as Associate Investigators on this project is required. Written evidence can be provided by signing below or alternatively as an email. The email must contain the AI email signature and include the text below (with the application ID) in the body of the email. The written evidence should be attached to this form **in the correct AI order.**

I certify that:

 i) I agree to be named as an Associate Investigator on this application; and

 ii) I agree to the final application being certified on my behalf by the CIA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AI Full Name** | **Organisation/****Institution Name** | **Signature of AI** | ***OR*** | **Email confirmation of AI attached to this form*****(please tick)****Do not forward separate emails to RIC* |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
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|  |  |  | ***OR*** | [ ]  |