**This form is required for all Program Grant applications submitted during the 2017 round (for funding commencing 2019) by the final due date.** This form must be completed for all CIs and AIs as per NHMRC requirements. If any CIs or AIs have provided written evidence via email using the required text which is available on our website, please attach the printed email to this form. Electronic signatures are accepted.

**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 **(\*NEW PROCESS\*)** no later than **5pm 11 May 2017**.
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 (NOI) number** Submit an NOI at: <http://noi.mro.unimelb.edu.au> | **N** |
| **\* CIA Name** Including title, e.g. Dr, A/Prof., Prof. |  |
| **\* Department** The Department administering the grant |  |
| **\* Faculty** |  |
| **\* CIA mobile phone number** Required if issues encountered in 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 for each section on this table is mandatory | **Yes****(please tick)** |
| **CV & Profile** sections completed as per scheme requirements |  |
| **RGMS Application:** All relevant sections of in RGMS have been completed |  |
| All CIs meet the **eligibility requirements** specified in the *NHMRC Program Grant Funding Rules for funding commencing in 2018* |  |
| **Research Achievements PDF** document has been uploaded to RGMS and complies with formatting requirements |  |
| **Grant Proposal PDF** is uploaded in RGMS and complies with formatting requirements |  |
| All CIs and AIs (if relevant) have either signed this **Authority to Submit form** or provided email confirmation of involvement using the required text |  |
| 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 Funding Rules* and the *NHMRC Program Grant Funding Rules for funding commencing in 2019* and am satisfied that I meet the eligibility criteria as specified;
2. I have complied with the *NHMRC Funding Rules*, *NHMRC Program Grant Funding Rules for funding commencing in 2019* and *NHMRC Advice and Instructions* *to Applicants*; and if the Proposal is successful I agree to abide by the terms of the Funding Agreement relating to *NHMRC* *Program Grants*;
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*](http://orei.unimelb.edu.au/content/codes-conduct) (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*, 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.**

By signing below:

1. I agree to be named on the application, to participate in the manner described in the application, and to the use of my personal information as described in the [*NHMRC Privacy Policy*](http://www.nhmrc.gov.au/about/privacy); and
2. I endorse the application and agree to the final application being certified on my behalf by the CIA.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CI** | **CI Full Name** | **Organisation/****Institution Name** | **Signature of CI** | ***OR*** | **Email confirmation of CI attached to this form*****(please tick)*** |
| **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*, 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.**

By signing below:

1. I agree to be named on the application, to participate in the manner described in the application, and to the use of my personal information as described in the [*NHMRC Privacy Policy*](http://www.nhmrc.gov.au/about/privacy); and
2. 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)*** |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
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|  |  |  | ***OR*** | [ ]  |