**Submit this form to RIC by the Final Due Date.** This form must be completed by CI and HoD as per NHMRC requirements. Electronic signatures are accepted.

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

Certify your application in RGMS – the status should be “Submitted to RAO” and provide an electronic copy of this form to RIC via email to nhmrc-people-support@unimelb.edu.au by **5pm 28 February 2018.**

**Application for:** (please tick the appropriate funding bodies)

[ ]  **NHMRC**

[ ]  **Co-Funding (Enter name)……………………………………………………**

|  |  |
| --- | --- |
| **\* NHMRC ID** Generated by RGMS | **APP** |
| **\* UOM Notice of Intent (NOI) number** Submit an NOI at: <https://ric-noticeofintent.app.unimelb.edu.au/apex/f?p=ric_noi:noi_form>  | **N** |
| **\* CI Name** Including title, e.g. Dr, A/Prof., Prof. |  |
| **\* Department and Faculty** The Department administering the grant |  |
| **\* CI mobile phone number** In case of problems preventing submission to NHMRC |  |
| **\* CI email address** |  |
| **\* Alternate Contact: Name & phone number** In case 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** | **CIA Initial** |
| **CV & Profile** sections completed as per scheme requirements *(refer to CDF Fellowship Advice & Instructions to Applicants)* |  |  |  |
| **RGMS Application:** All relevant sections of in RGMS have been completed |  |  |  |
| CI meets the **eligibility requirements** specified in the *NHMRC CDF Fellowship Funding Rules for funding commencing in 2019* |  |  |  |
| **Grant Proposal PDF** is uploaded in RGMS and complies with formatting requirements |  |  |  |
| **B-CD – Career Disruption** (if applicable) – medical certificate or letter from employer uploaded |  |  |  |
| **B-AICDF – Application Information** PhD evidence uploaded |  |  |  |
| **B-AICDF – Application Information** Part Time (if applicable) – Letter of support uploaded |  |  |  |
| 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 Career Development Fellowship 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 Career Development Fellowship 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* *Career Development Fellowship*; 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](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.

|  |  |  |  |
| --- | --- | --- | --- |
| CI Signature |  | Date |  |

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

I certify that:

1. 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; and
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 understand that should the applicant be successful, either a paid or honorary appointment\* must be in place within the Department in order for this grant to be administered by the University of Melbourne. For honorary appointments, the applicant must have a paid appointment elsewhere and University of Melbourne must have an agreement with the Employing Institution that allows compliance with NHMRC funding rules; and
4. I agree that for awardees employed (paid, not honorary) by the University of Melbourne, the funding shortfall\* between the NHMRC salary package and University salaries will be met

\**For Institute awardees, the Institute is responsible for addressing any shortfall between the NHMRC salary package and the institute’s commensurate pay scale. Appointments (level and FTE) are to be in keeping with the scheme-specific NHMRC funding rules. An Honorary University appointment is to be established to meet NHMRC requirements.*

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

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