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.

**Written Evidence:** CIs and AIs who have not signed the form must provide the CIA with written evidence agreeing to be named on the application - emails are accepted. The email must contain the CI/AI email signature and include the relevant certification text (available on RIC website). 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.

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

1. Certify your application in RGMS – the status should be “Submitted to RAO”.

2. Provide a pdf copy of this form to RIC via email [nhmrc-project@unimelb.edu.au](mailto:nhmrc-project@unimelb.edu.au) before **10am, Monday 18 June 2018**. No hardcopies are required.

|  |  |
| --- | --- |
| **\* NHMRC ID**  Generated by RGMS | **APP** |
| **\* UOM** [**Notice of Intent**](https://ops.app.unimelb.edu.au/apex/f?p=25501:4:) **(NOI) number (if known)** | **N** |
| **\* CIA Full Name**  Including title, e.g. Dr, A/Prof., Prof. |  |
| **\* Department**  The Department administering the grant |  |
| **\* Faculty** |  |
| **\* CIA mobile 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 Scheme Specific Advice & Instructions to Applicants)* |  |  |
| **RGMS Application:** All relevant sections of RGMS have been completed |  |  |
| All CIs meet the **eligibility requirements** specified in the *2018 NHMRC Funding Rules* and *2018 GADC Scheme-Specific Funding Rules* |  |  |
| All CIs satisfy the **maximum grant requirement** as specified in the *2018 GADC Scheme-Specific Funding Rules* |  |  |
| The **Grant Proposal PDF** is uploaded in RGMS and complies with formatting requirements |  |  |
| 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 the status is ‘Submitted to RAO’ |  |  |

**Certification by Chief Investigator (CIA)**

1. I have read and understood the *2018 NHMRC Funding Rules* and *2018 GACD Grant Scheme-Specific Funding Rules* and am satisfied that all information provided is complete, current and correct, and all eligibility and other application requirements have been met;
2. I have complied with the *2018 NHMRC Funding Rules*, *GACD Grant Scheme-Specific Funding Rules, Advice and Instructions* *to Applicants*, and *GACD Grant Scheme-Specific Advice and Instructions to Applicants*. If the Proposal is successful I agree to abide by the terms of the [*Funding Agreement*](https://www.nhmrc.gov.au/_files_nhmrc/file/grants/policy/nhmrc_funding_agreement_effective_october15_150807_0.pdf); 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.

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| --- | --- | --- | --- |
| 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.

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| --- | --- | --- | --- |
| 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 section 7.5 of the *2018* *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.**

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 section 7.5 of the *2018* *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.**

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* |
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