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 (as in each section 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.

**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 before **10 am, 9th May 2018** together with CA or CCV Supplementary Questions, if relevant. No hardcopies are required.

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

|  |  |
| --- | --- |
| **\* NHMRC ID** Generated by RGMS | **APP** |
| **\* 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 ONLY if an NOI was not completed |  |

*(\*) mandatory information*

|  |  |  |
| --- | --- | --- |
| **Submission Checklist** | **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 *scheme 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)**

**I acknowledge, undestand and certify that:**

* All required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met.
* All personnel contributing to the Research Activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.
* All CIs and AIs have provided written agreement to be named on the application, to participate in the manner described in the application and to the use of their personal information as described in the NHMRC Privacy Policy.
* All CIs have provided written agreement for the final application to be certified.
* The application may be excluded from consideration if found to be in breach of any requirements.
* **If funded:**
* The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time of award. Conditions may change during the course of the grant, for example, reporting obligations may change. CIs will need to meet new/changed conditions.
* The reported outcomes of the research may be used for internal NHMRC quality evaluations/reviews.
* Grant offers may be withdrawn and action taken over the life of the grant, if eligibility criteria to accept and/or continue holding a grant are not met.

|  |  |  |  |
| --- | --- | --- | --- |
| 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)**

Written evidence of all CI approvals to be named as Chief Investigators on this project is required by the NHMRC. 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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* |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |
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|  |  |  | ***OR*** | [ ]  |
|  |  |  | ***OR*** | [ ]  |