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

Certify your application in Sapphire – the status should be “Submitted to RAO” and provide an electronic copy of this form to RIC via email to [nhmrc-project@unimelb.edu.au](mailto:nhmrc-project@unimelb.edu.au) by **10am Monday 5 August 2024**. This form must be completed for all CIAs as per NHMRC requirements. Electronic signatures are accepted.

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| --- | --- |
| **\* NHMRC ID**  Generated by Sapphire | **2** |
| **\* UOM** [**Notice of Intent**](https://ops.app.unimelb.edu.au/apex/f?p=25501:4:) **(NOI) number** | **N** |
| **\* CIA Full Name**  Including title, e.g. Dr, A/Prof., Prof. |  |
| **\* Department and Faculty**  The Department administering the grant |  |
| **\* 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*

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| --- | --- | --- |
| **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 Guidelines)* |  |  |
| **Sapphire Application:** All relevant sections of Sapphire have been completed |  |  |
| All CIs meet the **eligibility requirements** specified in the *2024 Partnership Projects Guidelines* |  |  |
| **All intended CI(s) and AI(s) in Research Team** are correct and have accepted the  invitation as part of the research team in Sapphire |  |  |
| Application Summary Snapshot attached with Authority to Submit form before certification  by Head of Department/Institute Director so they are aware of all participating institutions  and names of nominated members of the research team |  |  |
| The **Grant Proposal PDF** is uploaded in Sapphire and complies with formatting requirements |  |  |
| The **Partner Contribution letters** have been uploaded in Sapphire in PDF format and follow the eligibility and formatting requirements of NHMRC |  |  |
| **Proposed Budget** – DRC and Equipment Section completed |  |  |
| **Proposed Budget –** *(If applicable)* Third-Party Research Facilities completed and  support letter uploaded |  |  |
| The application has been **certified in Sapphire** and the status is ‘Submitted to RAO’ |  |  |

**Certification by Chief Investigator (CIA)**

I certify that:

1. All required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met;
2. All personnel contributing to the Research Activity have familiarised themselves with the [*Australian Code for the Responsible Conduct of Research*](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018), the [*National Statement on Ethical Conduct in Human Research*](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018), the [*Australian Code for the Care and Use of Animals for Scientific Purposes*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies;
3. CIA has 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;
4. CIA has provided written agreement for the final application to be certified;
5. The application may be excluded from consideration if found to be in breach of any requirements;

And if funded;

1. 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. CIA will need to meet new/changed conditions;
2. The reported outcomes of the research may be used for internal NHMRC quality evaluations/reviews; and
3. 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.

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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 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 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 relevant signatory is also named on the application as a CI or AI then certification must be obtained by the Head of School/Dean/CEO as appropriate.*