**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 by **10am Monday 13 May 2024**. This form must be completed for all CIA as per NHMRC requirements. Electronic signatures are accepted.

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| --- | --- |
| **NHMRC ID** Generated by Sapphire | **2** |
| **CIA Name** Including title, e.g. Dr, A/Prof., Prof. |  |
| **Department and Faculty** The Department administering the grant |  |
| **CIA mobile phone number** In case of problems preventing submission to NHMRC |  |
| **CIA email address** |  |
| **Alternate Contact: Name & phone number** In case we are unable to contact CIA for urgent issues |  |

**Compliance & Eligibility Checklist**

Please ensure the following points have been addressed prior to submission of your application (please tick check-box):

|  |  |
| --- | --- |
| **Compliance & Eligibility Checklist***(completion & initial for each section on this table is mandatory)* | **Complete?** |
| All relevant sections of Sapphire application have been completed |  |
| All CIs in the Research Team meet the eligibility requirements specified in the NHMRC Ideas Grants Guidelines. Please note that Sapphire does not flag these eligibility criteria, therefore as CIA, you must confirm with your CI team that they have met all eligibility requirements. Refer them to this [link](https://www.nhmrc.gov.au/investigator-ideas-and-synergy-eligibility-tool) for more information. |  |
| **All intended CI(s) and AI(s) in Research Team** are correct and have accepted the invitation as part of the research team |  |
| The Grant Proposal PDF attachment is uploaded in Sapphire and complies with formatting requirements |  |
| **Proposed Budget** – DRC and Equipment Section completed |  |
| **Proposed Budget** – *(If applicable)* Third-Party Research Facilities completed and support letter uploaded |  |
| **Proposed Budget** – *(If applicable)* Equipment quote provided to RIC |  |
| The application has been certified in Sapphire and status is ‘Submitted to RAO’ |  |

**Certification by Chief Investigator (CIA)**

I certify that:

1. I have read and understood the *NHMRC Ideas Grants Guidelines* and am satisfied that I meet the eligibility criteria as specified.
2. I have complied with the *NHMRC Ideas Grants Guidelines*; and if the Proposal is successful I agree to abide by the terms of the Funding Agreement relating to *NHMRC* *Ideas 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 (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;
4. 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;

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| CIA 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.*

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

*(#) Please note where the CI is also the HOD/Institute Director the Dean/approved signatory must sign*