**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 21st August 2023**. 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** |
| **\* UOM Notice of Intent (NOI) number** Submit an NOI via [link](https://ric-noticeofintent.app.unimelb.edu.au/apex/f?p=ric_noi:noi_form).  | **N** |
| **\* 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 |  |

*(\*) mandatory information*

**Compliance & Eligibility Checklist**

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

[ ]  **CV & Profile** sections completed as per scheme requirements (refer to [*NHMRC CTCS Grants 2023 Guidelines*](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=ade9a694-bb02-4d42-8405-ae4b3054cbca) *Appendix C, section 4.*)

[ ]  All relevant sections of Sapphire have been completed

[ ]  **All CI’s** meet the **eligibility requirements** specified in the [*NHMRC CTCS Grants 2023 Guidelines*](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=ade9a694-bb02-4d42-8405-ae4b3054cbca)**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.**

[ ]  **All intended CI(s) and AI(s) in Research Team** are correct and have accepted the invitation within Sapphire as part of the research team

[ ]  The **Grant Proposal PDF** attachment is uploaded in Sapphire and complies with formatting requirements

[ ]  **Proposed Budget** – *(If applicable)*Third-Party Research Facilities completed and support letter uploaded

[ ]  **Proposed Budget** – DRC and Equipment Section completed

[ ]  The application has been **certified in Sapphire** and 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. 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*](https://nhmrc.gov.au/nhmrc-privacy-policy);
4. All CIs have 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. CIs 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#**

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*