**Submit this form to RIC by the Final Due Date.** This form must be completed by CIA and HOD as per NHMRC requirements. Electronic signatures are acceptable.  
 **To submit your Final Application to NHMRC:**

Provide a fully signed copy of this form to RIC by email to [nhmrc-people-support@unimelb.edu.au](mailto:nhmrc-people-support@unimelb.edu.au) by **10am** **Monday 6th November 2023**. Your application must also be certified in Sapphire and at the status “Submitted to RAO”. No other documents need to be delivered in hard copy or submitted by email.

|  |  |
| --- | --- |
| **\* NHMRC ID** (generated by Sapphire) | **2** |
| **\* CI Name & Title** |  |
| **\* Department** (administering the grant) |  |
| **\* Faculty** |  |
| **\* CI mobile phone number** |  |
| **\* CI email address** |  |
| **Alternate Contact - Name** |  |
| **Alternate Contact - Email address** |  |

*(\*) mandatory information*

|  |  |  |
| --- | --- | --- |
| **Compliance & Eligibility Checklist**  *(completion & initial for each section on this table is mandatory)* | **Yes** | **CI Initial** |
| All relevant sections of Sapphire application have been completed |  |  |
| CI meets the eligibility requirements specified in the *NHMRC Investigator Grants Guidelines* |  |  |
| The Grant Proposal PDF attachment is uploaded in Sapphire and complies with formatting requirements |  |  |
| The application has been certified in Sapphire and status is ‘Submitted to RAO’ |  |  |

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| **Evidence to be retained by Administering Institution (to be emailed to** [**nhmrc-people-support@unimelb.edu.au**](mailto:nhmrc-people-support@unimelb.edu.au) **along with this form)** | **Yes** | **N/A** | **CI Initial** |
| EL1 and EL2 applicants only – Official document from the relevant Institution detailing PhD pass date |  |  |  |
| Career Disruption evidence (Eligibility for EL1/EL2 categories and Personal Part-time applicants) |  |  |  |
| Professional Part-time applicants (A letter from the alternate employing Institution detailing:   1. the time fraction employed 2. statement that the applicant will be released to conduct the research 3. the alternative employer will continue to provide salary to support the applicant’s non-research time |  |  |  |
| I confirm that I can and will provide evidence for additional declarations eg salary declarations, to the Research Office if requested. |  |  |  |

**Certification by Chief Investigator (CI)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| CI 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| HOD/Director Name\* |  | | |
| HOD/Director Signature\* |  | Date |  |

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