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| **INTERNAL (UQ RESEARCH OFFICE) REVIEW:** To initiate UQ RO internal review, please email this completed and signed Application Certification Form to [arc-discovery@research.uq.edu.au](mailto:arc-discovery@research.uq.edu.au). The UQ RO closing date for **Expressions Of Interests (EOI)** is **11 September 2023**.  **SUBMISSION OF FINAL EOI:** Advice and instructions regarding the final submission of your EOI to the ARC will be forwarded to you by the UQ RO reviewing officer.  **FOR MORE INFORMATION ABOUT THE UQ APPLICATION PROCESS, VISIT THE UQ SCHEME WEBSITE (**[**ONI**](https://www.uq.edu.au/research/research-support/research-management/funding-schemes/other-schemes/office-national-intelligence)**).** |

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| APPLICANT CONTACT INFORMATION | | | |
| Lead Investigator Name:  Including title, e.g. Dr, A/Prof, Prof |  | Gender: | Choose an item. |
| Lead Investigator Email: |  | Phone: |  |
| Lead Investigator Academic Level: | Choose an item. | | |
| Alternative Contact Name: |  | | |
| Alternative Contact Email: |  | Phone: |  |

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| SUMMARY APPLICATION INFORMATION | | | |
| Application ID: | <NI24…> | | |
| Application Title: |  | | |
| UQ Admin School/Centre: |  | | |
| UQ Admin Faculty/Institute: |  | | |
| Please advise if your application is receiving (or has received) UQ School/Faculty/Institute internal readership or has been read by a senior colleague: | | Yes  No | Please specify:  Choose an item. |

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| STATISTICAL INFORMATION | | | | |
| Type of research (must total 100%):  Information on the types of research is available from the [UQ R&I website](https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/definition-research). This information is collected for ABS. | Pure | Strategic | Applied | Experimental |
| % | % | % | % |

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| Applicant Checklist – Key action items | | |
|  | Application is ‘Submitted to Research Office’ in [RMS](https://rmsoni.researchgrants.gov.au/RMS/ActionCentre/). |  |
| **Part A** (below) signed and emailed to [UQ RO](mailto:arc-discovery@research.uq.edu.au) to initiate internal review. |  |
| Completed and signed Certifications (below) (**Part B** - Head of School/Centre/Institute) emailed to [UQ RO](mailto:arc-discovery@research.uq.edu.au) by the internal closing date or as soon as possible thereafter. |  |

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| 1. CERTIFICATION BY THE UQ LEAD CHIEF INVESTIGATOR | | | |
| I certify, to the best of my knowledge, that:   1. all the details in this Coversheet and the associated funding application are true and complete. 2. the application complies with the requirements as outlined in the *National Intelligence and Security Discovery Research Grants (NISDRG) 2023* guidelines. 3. That I am an Australian Citizen, Australian permanent Resident or Holder of a New Zealand Special Category Visa 4. all parties identified in the application have agreed, in writing, to its submission; 5. I agree to manage all CoIs in accordance with the UQ’s [*Conflict of Interest Policy*](https://ppl.app.uq.edu.au/content/1.50.11-conflict-interest), the [*ARC Conflict of Interest & Confidentiality Policy*](https://www.arc.gov.au/policies-strategies/policy/arc-conflict-interest-and-confidentiality-policy), [*Australian Code for the Responsible Conduct of Research* (2018)](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018), the [*Disclosure of interests and management of conflicts of interest guide*](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018#block-views-block-file-attachments-content-block-1) and any relevant successor documents. 6. I have prepared this application and will conduct activities under the grant in compliance with [UQ policies and procedures](https://ppl.app.uq.edu.au/content/topic). 7. I understand and agree that, before the proposed research can commence, all relevant ethical and other clearances/s must be obtained and all statutory requirements must be met. 8. this Application does not request funding for the same research activities, infrastructure or project previously funded or currently being funded through any other Commonwealth funding. 9. all funds for this Project will only be spent for the purpose for which they are provided. 10. if the application is funded and where applicable, I will abide by the [UQ Graduate School conditions](https://intranet.sharepoint.uq.edu.au/sites/GraduateSchool/_layouts/15/start.aspx#/SitePages/Summary%20Earmarked.aspx) for UQ centrally-supported Earmarked PhD scholarships; 11. I understand that Chief Investigators and Partner Investigators cannot receive salary from ARC funds. 12. I acknowledge the Privacy Notice appearing at the top of the Application.   In participating in this Application, I consent to:   1. this Application being referred to and/or provided to third parties, including to overseas parties, who will remain anonymous, for assessment purposes for this funding round and assessment for potential other funding opportunities; and 2. the ARC copying, modifying and otherwise dealing with information contained in the Application for the purpose of conducting the funding round. | | | |
| **Lead Chief Investigator Name** | **Lead Chief Investigator Signature** | **Do you have a**  **Conflict of Interest?\*** | **Date** |
|  |  | **Yes  No**  If yes, see instructions below. |  |

\* If yes, please provide a copy of the Conflict of Interest Management Plan.

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| 1. CERTIFICATION BY HEAD OF SCHOOL/CENTRE/INSTITUTE | | | |
| 1. I agree that the Project can be accommodated within the general facilities in my School/Institute/Centre 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 School/Institute/Centre under the circumstances set out in the Application and in accordance with the *Grant Guidelines* and the *Grant Agreement;* 3. I have noted the amount of time which the investigators nominated in the Application will be devoting to the Project and agree that it is appropriate to existing workloads. I agree that relief from teaching or other duties, for specified Chief Investigators named in the Application, will be arranged if the ARC accedes to a request for relief of teaching or other duties; 4. I agree that the project will not be permitted to commence until there is an ethics plan in place to ensure appropriate clearances or other statutory requirements will be met before the part/s of the project that require those clearances commence; 5. If this application is successful, I confirm that I have appropriate administrative controls in place to manage all governance risks should a participant with an honorary academic appointment for eligibility purposes act as the Project Leader for the duration of the project. 6. *In instances where the Head of School/Centre/Institute is an applicant, the relevant Executive Dean or Research Director should sign this coversheet.* | | | |
| **Name of Head of School/Centre/Institute** | **Signature of Head of School/Centre/Institute** | **Name of School/Centre/Institute** | **Date** |
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| \* CONFLICT OF INTEREST |

Sections 14.9–14.15 of the [*Grant Guidelines for the National Intelligence and Security Discovery Research Grants (2023 edition)*](https://www.grants.gov.au/Fo/Show?FoUuid=548363d0-6937-46c9-a7ca-d667dfdfbd4f)articulate the ARC’s approach to, and requirements for declaring, managing and notifying Conflicts of Interest (COI).

For this scheme, Conflict of Interest means any conflict of interest, any risk of a conflict of interest and any apparent conflict of interest arising through a party engaging in any activity, participating in any association, holding any membership or obtaining any interest that is likely to conflict with or restrict that party participating in the Project. [*ARC Conflict of Interest and Confidentiality Policy*](https://www.arc.gov.au/policies-strategies/policy/arc-conflict-interest-and-confidentiality-policy)is available on the [ARC website](https://www.arc.gov.au/). Under the *ARC Conflict of Interest and Confidentiality Policy*:

* A ***conflict of interest*** is a situation in which someone in a position of trust has competing professional or private interests. Such competing interests could make it difficult for an individual to fulfil his/her duties impartially, and could improperly influence the performance of their official duties and responsibilities.
* A ***perceived conflict of interest*** exists where it could be reasonably perceived that an individual’s professional or private interests could improperly influence the performance of their duties and responsibilities. Individuals should be conscious that perceptions of conflict of interest may be as important as an actual conflict.
* A ***material personal interest*** is an interest of a type that can give rise to a real or perceived conflict of interest that could affect the ability of the person to discharge their duties or obligations appropriately. In the context of the ARC this also includes those named on ARC grants being able to discharge their obligations under the relevant ARC Funding Rules/Grant Guidelines or ARC Funding/Grant Agreement.

While a conflict may relate to financial interests, it can also relate to other private, professional or institutional benefits or advantages that depend on the conduct of the research or its outcomes. If any parties involved in this project (including participants and organisations) have or are likely to have a conflict of interest relation to any aspect of the Application, the conflict must be declared to UQ at the time of application. If you later identify that there is an actual, apparent or potential CoI or that one might arise in relation to your Application, you must inform UQ in writing immediately, as UQ is required to notify the ARC.

For participants external to UQ, the management of the Conflict of Interest should be agreed with the employing organisation, of which UQ will seek confirmation should the application be successful.

Applications from UQ investigators must be consistent with the University’s [*Conflict of Interest Policy*](https://ppl.app.uq.edu.au/content/1.50.11-conflict-interest) (PPL 1.50.11) and its [*Research Conduct Policies*](https://ppl.app.uq.edu.au/content/4.20-researcher-conduct) (PPL 4.20).

Where external for-profit partner organisation/s are part of the Application, to help Investigators identify when a conflict of interest is likely to arise, they should consider the following statements:

1. I hold a paid or unpaid fiduciary/governance/management role, such as being a Director, of one or more of the external partners on this grant Application.
2. I am a paid employee, such as a Chief Scientific Officer, of one or more of the external partners on this grant Application.
3. I or a family member/close associate hold shares (equity) in one or more of the external partners on this grant Application that are not publicly traded entities (i.e. listed on the ASX or similar stock exchange).

**Any of these associations may be incompatible with UQ being able to support the Application.**