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| **UQ RO Tip Sheet and Template**NHMRC Investigator Grants 2026 (for funding in 2027)Part-time Professional applicants – Agreement from alternative employer |

As outlined in cl 3.3.2 *Professional part-time Investigator Grants* of the NHMRC Investigator Grants 2026 Guidelines, the Administering Institution (UQ) is required to retain evidence of the applicant’s alternative funded position. To meet this requirement, UQ applicants are required to organise a written statement from their alternative employer/s. UQ may count as an alternative employer, namely, for those applicants applying to the NHMRC Investigator Grants scheme part-time in order to continue teaching at the University (where teaching load is greater than 0.2 FTE).

The statement (in letter form or via email) should clearly indicate the employing organisation and the position and name of the person providing authorisation (e.g., Head of Department).

Template text that can be pasted into the body of an email or onto letterhead is provided below to assist applicants.

Please forward all letters or original emails (as attachments) to the UQ RO team at NHMRC@research.uq.edu.au.

TO WHOM IT MAY CONCERN

**Re: NHMRC Investigator Grant 2026 for funding in 2027 proposal <APP ID> - <Insert title and full name of applicant>**

Should <applicant’s name>’s *NHMRC Investigator Grant 2026 for funding in 2027* application be successful, <he/she/they> will be employed at XX FTE as a <insert name of position/position description>.

<Applicant name> will be released for the remainder of <his/her/their> time, XX FTE, to conduct the research proposed in <his/her/their> NHMRC Investigator Grant application.

<Insert name of alternative employer> will continue to provide salary to support this non-research time.

<Insert name of authorised person>

<Insert role of authorised person>

<Insert authorised person organisation>