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| **INTERNAL (UQ RESEARCH & INNOVATION) REVIEW:** To initiate UQ R&I internal review, please email this completed and signed Application Certification Form and attachments to [MRFFgrants@research.uq.edu.au](mailto:MRFFgrants@research.uq.edu.au).  **SUBMISSION OF FINAL APPLICATION:** Advice and instructions regarding the final submission of your application to the NHMRC will be forwarded to you and the alternative contact listed below by the UQ R&I reviewing officer.  **FOR MORE INFORMATION ABOUT THE UQ APPLICATION PROCESS, VISIT THE** [**UQ Research office websit**](https://research-support.uq.edu.au/resources-and-support/research-office/research-grants/funding-schemes/medical-research-future-fund/current-funding-opportunities)**e.** |

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| MRFF ROUND INFORMATION | |
| Which MRFF Scheme are you applying for? | Choose an item. |

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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: |  |

*Please note your local Research Management Office will be copied into communications.*

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| SUMMARY APPLICATION INFORMATION | |
| Application ID: |  |
| Application Title: |  |
| UQ Admin School/Centre: |  |
| UQ Admin Faculty/Institute: |  |

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| **All certifications must be obtained prior to the submission of the Application to the National Health and Medical Research Council (NHMRC). The University of Queensland (UQ) will retain this form for its records. Certification may be by handwritten signature on this form, or via e mail provided the e-mail includes the relevant certification statement (below) and the full name, position and contact details of the person certifying.**  Certifications must be provided by: ● CIA (certifying to a Conflict of Interest statement and the provisions of A) and the head of the UQ host organisational unit (Head of School/Institute/Centre or equivalent) (certifying to B) ● Organisational participants without a named CI or AI (certifying to C) |

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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. | Strategic | Experimental | | Pure | | Applied |
| % | % | | % | | % |
| Fields of Research (FoR) codes (up to 3)  FoR codes are available via the [UQ R&I website](https://research.uq.edu.au/research-support/institutional-reporting/research-classifications).  **Please ensure you use 6 digit codes, totalling 100%.** | FoR 1 | | FoR 2 | | FoR 3 | |
| Enter 6-digit FOR | | Enter 6-digit FOR | | Enter 6-digit FOR | |
| % | | % | | % | |
| Socio-Economic Objective (SEO) codes (up to 3)  SEO codes are available via the [UQ R&I website](https://research.uq.edu.au/research-support/institutional-reporting/research-classifications).  **Please ensure you use 6 digit codes, totalling 100%.** | SEO 1 | | SEO 2 | | SEO 3 | |
| Enter 6-digit SEO | | Enter 6-digit SEO | | Enter 6-digit SEO | |
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| Applicant Checklist – Key action items | | |
|  | Full application complete and valid in Sapphire, including supporting documents |  |
| Application certified and ‘Submitted to RAO’ in Sapphire.  *Select 'Certification' from the left-hand menu within your application and follow the instructions* |  |
| This Application Certification Form completed and emailed to [UQ R&I](mailto:MRFFgrants@research.uq.edu.au) to initiate internal review. |  |
| All CIs meet the eligibility requirements specified in the Guidelines. *Please note that Sapphire does not flag eligibility issues. Therefore, as CIA, you must confirm with your CI team that they have met all NHMRC eligibility requirements,* ***particularly limits on the number of applications and grants on which they can be listed.*** |  |
|  | All intended CI(s) and AI(s) listed in the Research Team in the applicationare correct; **and** have a registered Sapphire account; **and** have accepted the Sapphire invitation to join your MRFF Grant team. |  |

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| CONFLICT OF INTEREST | |
| Do I have a [Conflict of Interest](https://ppl.app.uq.edu.au/content/conflict-interest-policy)\*? | **Y  N** If yes, please provide a copy of the Conflict of Interest Management Plan. |
| Do any members of the investigative team have a Conflict of Interest\*? | **Y  N** If yes and a UQ employee, please provide a copy of the Conflict of Interest Management Plan.  If yes and external to UQ, a Conflict of Interest Management Plan in line with the Employing Organisation’s framework and the funding provider will need to be provided. |

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| **\*CONFLICT OF INTEREST** |
| Section 12.2 of the MRFF Grant Opportunity Guidelines and Clause 29 of the [NHMRC Funding Agreement](https://www.nhmrc.gov.au/funding/manage-your-funding/funding-agreement)articulates the MRFF and NHMRC’s approach to, and requirements for declaring, managing and notifying Conflicts of Interest. Please note, for this scheme, conflicts of interest must be uploaded to the application in Sapphire as a Declaration of Interests form. Further information can be found in the MRFF Grant Opportunity Guidelines, section 6.4 and 12.2.  Under the [NHMRC Funding Agreement](https://www.nhmrc.gov.au/funding/manage-your-funding/funding-agreement), Conflict of Interest means the Administering Institution, a Participating Institution or Personnel working on a Research Activity engaging in any activity or obtaining any interest that would interfere with or restrict the Administering Institution, Participating Institution or Specified Personnel performing a Research Activity fairly and independently. While a conflict may relate to financial interests, it can also relate to other material personal interests, private, professional or institutional benefits or advantages that depend on the conduct of the research or its outcomes.  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.  ***If any parties involved in this project (including participants and organisations) have a conflict of interest in relation to any aspect of the Application, the conflict must be declared to UQ prior to submission***. If you later identify that there is an actual, perceived or potential Conflict of Interest or that one might arise in relation to an Application, you must inform UQ in writing immediately, as UQ is required to notify the funding agency.  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 [*Responsible Conduct of Research Policy*](https://ppl.app.uq.edu.au/content/4.20.02-responsible-conduct-research) (PPL4.20.02).  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.** |

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| A. CERTIFICATION BY LEAD INVESTIGATOR |
| I certify, to the best of my knowledge, that:   1. all required information has been provided and is complete, current and correct; 2. all eligibility and other application requirements have been met; 3. 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; 4. the application may be excluded from consideration if found to be in breach of any requirements in accordance with the Opportunity Guidelines; 5. If funded:    1. the research will be carried out in strict accordance with the conditions governing NHMRC grants at the time;    2. the Head of Department of the Eligible Organisation (and Participating Institution/s, if applicable) will ensure the appropriate facilities will be available;    3. the research may be used for internal NHMRC quality evaluations/reviews. 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 have notified UQ of all Conflicts of Interest (COI), including material personal interest, that I, and parties involved in or associated with this Application, may have in relation to the Application. I undertake that I will notify UQ of any COIs, including material personal interests, which arise subsequent to the submission; 8. 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; 9. I understand and agree that all relevant ethical and other clearance/s must be obtained and that all statutory requirements must be met before the proposed research can commence. |

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| **Signature of Lead Investigator:** |  | **Date:** |  |

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| B. CERTIFICATION BY UQ HEAD OF SCHOOL/CENTRE/INSTITUTE |
| I certify, to the best of my knowledge, that:   1. I agree that the project can be accommodated within the general facilities in my Department, that appropriate facilities will be available, and that sufficient working and office space is available for any proposed additional staff. 2. I agree to have the project carried out in my Department as set out in this Proposal and agree that the research be carried out in strict accordance with the conditions governing NHMRC research grants at the time, including the NHMRC Funding Agreement and NHMRC policy and guidelines**.** |

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| **Signature of Head of School/Centre/Institute:** |  | **Date:** |  |

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| **Name of Head of School/Centre/Institute:** |  |